

Return of Goods Form

To be completed and returned with goods
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Company Name		Date		Order Confirmation No.	
Telephone No.		Email			

Product Code	Quantity	Reason for return			Comment	Goods condition			Action to be taken			Comment
		U	T	P		1	2	3	A	B	C	

Signature		SUNFIXINGS USE ONLY Date stamp here when claim is received. A reply should be issued within 14 days of this date.	Checker's initials	
Name			Date	
Date			Returns log completed	

Reason for return codes: U = unwanted; T = damaged in transit; P = damage in packing.

Goods condition codes: 1 = damaged; 2 = useable; 3 = un-useable.

Action to be taken codes: A = replacement, B = credit; C = No action.