

Return of Goods Form (R.G.F.)

Company:	Returned by (contact):				
Invoice No.:	Purchase Date:				
Goods: (Code No., Style Name, Q'ty)	Amount for Credit (ex.GST)				
Reason for Return:					
<div style="background-color: #cccccc; padding: 2px; margin-bottom: 5px;">Office Use Only</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Approved by:</td> <td style="width: 50%; border: none;">Declined by:</td> </tr> <tr> <td style="border: none;">Amount:</td> <td style="border: none;">Reason:</td> </tr> </table> <p style="margin-top: 10px;">Note: The approved R.G.F. MUST be attached to the goods with Credit Note.</p>		Approved by:	Declined by:	Amount:	Reason:
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Terms & Conditions:

Claim for returns must be made in writing on this form, and goods need to be returned within 14 days from invoice date.

If goods were incorrectly ordered or the order is cancelled after shipment, freight is at the client's cost. A handling fee of \$10.00+GST will be charged for these returns.

All goods must be in re-saleable condition. Goods which have been altered, and samples cannot be accepted for return.

Please fax this form to 02 9792 2166.