CUSTOMER STOCK RETURN NOTIFICATION - CUSTOMER COPY

Customer Name:	**RMA No.**		**Rep:**
Contact:	**RF**	(office use only)	**Goods Return Date:**

STOCK RETURN DETAIL *Condition of Goods ✔ Yes (Able to be returned to stock) ✘ No (Client needs to be informed - goods will need be collected or scrapped if authorised by client)

INVOICE NO.	ITEM	ITEM DESCRIPTION	QTY	PRICE	DISC.	BATCH CODE:	*STATUS ✔ / ✘

STEP 1: Ensure that at least one article of paperwork from the original purchase for the good(s) being returned is included, either Invoice Number, Sales Order Number, Shipping Number or Purchase Order reference.

STEP 2: Ensure that all parts being returned are in a re-saleable, 'as new' condition with no scratches, scuffs or decolourisation and that all kitted items are complete with all original components and fixings included. **NOTE:** To maintain a high level of safety, some fall arrest / restraint items cannot be accepted for return. Please discuss with one of our customer service representatives.

STEP 3: Notify the customer service team on 1300 301 755 or sales@sayfa.com.au of your intention to return the goods and the expected return date and return this paperwork to Sayfa before returning the goods.
***Disclaimer: If the above conditions are not met, Sayfa reserves the right to decline your request for credit.**