

**WIND & SUN LTD - CUSTOMER RETURNS FORM**

April 2016

<b>Customer Details:</b>		<b>Date:</b>
<b>Contact Person:</b>		<b>Customer PO No.:</b>
<b>Tel. No:</b>		
<b>Reason For Return:</b>	<b>Wind &amp; Sun Contact:</b>	
<b>Part No./Item Description:</b>	<b>Serial No.:</b>	
<b>Invoice No.:</b>	<b>Method of payment:</b>	

Please include any relevant information and include photographs if appropriate

**IN CASE OF DAMAGE**

<b>Delivery signed for as Damaged</b> <b>Y / N</b>	<b>Copy of signed Delivery note included</b> <b>Y / N</b>
<b>Shippers Consignment Number:</b>	

**Description Of Damage to Packaging & Products:**
**IN CASE OF SUSPECTED FAULT**
**Description Of Fault (include any error indicators/messages & symptoms)**
**Wind & Sun contacted for technical support**      **Y / N**
**IN CASE GOODS ARE INCORRECT OR UNWANTED**
**Reason For Return:**

<b>FOR OFFICE USE ONLY</b>		<b>ISSUE ID NUMBER:</b>	
<b>Received By:</b>		<b>Date:</b>	
<b>Packaging In Good Condition:</b>	<b>Y / N</b>	<b>Accessories Included:</b>	<b>Y / N</b>
<b>Instruction Manuals Included:</b>	<b>Y / N</b>	<b>Items Unused:</b>	<b>Y / N</b>
<b>Observations:</b>			
<b>How were goods returned?:</b>		<b>Which carrier used:</b>	
<b>Damage Claim</b>	<b>Y / N</b>	<b>Warranty</b>	<b>Y / N</b>
<b>Replace</b>	<b>Y / N</b>	<b>Issue Credit/Refund</b>	<b>Y / N</b>
<b>Signed:</b>		<b>Date Issue Completed:</b>	