

WIND & SUN LTD - CUSTOMER RETURNS FORM

April 2016

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

Please include any relevant information and include photographs if appropriate

IN CASE OF DAMAGE

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

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:
FOR OFFICE USE ONLY
ISSUE ID NUMBER:
Received By:
Date:
Packaging In Good Condition: Y / N

Accessories Included: Y / N

Instruction Manuals Included: Y / N

Items Unused: Y / N

Observations:
How were goods returned?:
Which carrier used:
Damage Claim Y / N

Warranty Y / N

Replace Y / N

Issue Credit/Refund Y / N

Signed:
Date Issue Completed: