

**CUSTOMER RETURN NOTE**

**Sales Department Only**

Sales Rep Name: .....

Customer: .....

Order Number: .....

Stock Code	Item Description	Qty	Price

**Customer reason for returning goods:**

- 1. Faulty Product
- 2. Incorrect Product Ordered
- 3. No Longer Required
- 4. Other  (please tick box)

Other Reason: .....

.....

.....

Authorised By (*Block Capitals*): ..... Date: .....

Signature: .....

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**Office Use Only:**

Credit Note No: ..... Invoice No: .....

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**Warehouse**

Return to Stock  Scrap  Rework  Other

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