

# RETURN/CREDIT REQUEST FORM



# coerco

Engineered Poly Products

## 1 Contact Details:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Invoice / Order Number: \_\_\_\_\_

## 2 Items being returned:

QTY	Stock Code	Colour	Description	Price

## 3 Reason for return (Please tick one):

Administration Error       Invoicing/Pricing Error       Incorrect Product Supplied

Consignment Stock Return       Damaged Product       Incorrect Product Ordered

Late Delivery       Other: \_\_\_\_\_

Returned by (Store): \_\_\_\_\_

Received by (Driver): \_\_\_\_\_

## 4 Office use only

Received into COERCO warehouse on \_\_\_\_\_ (Date) \_\_\_\_\_ (Receiver)

Credit Request Approved?     Yes      Restocking Fee:     15 %       Exempt  
    No

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

## IMPORTANT

- o Send completed form via Fax (08) 9661 1515 or Email to [returns@coerco.com.au](mailto:returns@coerco.com.au)
- o Label product with original PO Number & Store Details
- o Return product and completed form with our driver

**PLEASE ENSURE FORM IS COMPLETED OTHERWISE RETURNS CANNOT BE PROCESSED**