

# Goods Return

| Returning Goods |        |             | Date          |                    |
|-----------------|--------|-------------|---------------|--------------------|
| Quantity        | Item # | Description | Reason Code # | Exchange or Return |
|                 |        |             |               |                    |
|                 |        |             |               |                    |
|                 |        |             |               |                    |
|                 |        |             |               |                    |
|                 |        |             |               |                    |
|                 |        |             |               |                    |
|                 |        |             |               |                    |

### Return Reason Codes

Record appropriate number in the Reason Code # column above.

- |                            |                                    |
|----------------------------|------------------------------------|
| 1. Wrong quantity received | 8. Product different from catalog. |
| 2. Wrong goods received.   | 9. Related item not sent.          |
| 3. Purchased elsewhere.    | 10. Customer not satisfied.        |
| 4. Damaged in shipping.    | 11. Incorrect item ordered.        |
| 5. Duplicate order.        | 12. Incorrect quantity ordered.    |
| 6. Product defective.      | 13. Other _____                    |
| 7. Arrived late.           |                                    |

### Please Exchange For:

| Quantity | Item # | Description | Unit Price | Total Price |
|----------|--------|-------------|------------|-------------|
|          |        |             |            |             |
|          |        |             |            |             |
|          |        |             |            |             |
|          |        |             |            |             |
|          |        |             |            |             |
|          |        |             |            |             |
|          |        |             |            |             |

### Customer Details

|               |  |
|---------------|--|
| Name          |  |
| Address       |  |
| Tel           |  |
| Email Address |  |

