

AUTHORITY TO RETURN PARTS

Customer to complete in full Date: ____ / ____ / 20____

Dealer Name: _____ Account No.: _____

Original Invoice Number: _____ Invoice Date: ____ / ____ / 20____

Part Number: _____ Description: _____ Qty: _____

Part Number: _____ Description: _____ Qty: _____

Part Number: _____ Description: _____ Qty: _____

Reason for Return: (Please tick one only)

1. Incorrectly Ordered by Customer 2. Sparex Sales Error* 3. Sparex Warehouse Error *

4. Catalogue or Web Error* 5. Transit Issue*

*Further explanation required: _____

Dealer must submit an 'Authority to Return Parts' form within 30days from invoice date. All returns require prior approval. Any returns without approval will be returned at the cost of dealer. All approved returns must be received at Sparex Australia Pty Ltd within 14 days of authorisation date. Please refer to our full terms of trade in 'Dealer Information' at www.sparex.com - **All parts ordered in error will incur a 20% restocking fee.**

Contact name: _____ Signature: _____ Your Ref: _____

SPAREX USE ONLY:

CUSTOMER SERVICE DEPT: Authority to return approved: Y/N Date: ____ / ____ / 20____

Credit freight: Y/N \$ _____ ex GST Restocking Fee: Y/N _____ % Remove from stock: Y/N

Approved by (name) _____ (initial) _____

WAREHOUSE: Returned to stock: Y/N Location _____ Date: ____ / ____ / 20____

Received by (name) _____ (initial) _____

Stock Written Off: Y/N Stock Adjusted off by (name) _____ (initial) _____

CUSTOMER SERVICE DEPT: Iris Issue #: _____ Date: ____ / ____ / 20____

Evaluation: _____

Stock Written Off: Y/N Stock Adjusted off by (name) _____ (initial) _____

ACCOUNTS: Credit note #: _____ Date: ____ / ____ / 20____

Processed by (name) _____ (initial) _____