



GOODS RETURN REQUEST FORM

Returns will only be accepted with a duly completed returns note including the parts return number issued by GEV. Goods must be returned carriage paid.

This section is for GEV use only.

CCDN:
Internal invoice:

GEV part no.	GEV invoice no. (GVR.)	Quantity	Action		Reason for return			If damaged or defective, please describe the condition of the part
			Credit requested	Replacement requested	Incorrectly ordered – see notes (1)	Incorrect/duplicate delivery	Damaged in transit or defective – see notes (2)	

- (1) Incorrectly ordered or delivered goods must be returned within 14 days of delivery.
- (2) We can only accept returns of goods damaged in transit if the damage was reported to us immediately after receipt of same. In this case, a replacement will be delivered. No credit will be granted.

Notes:

Returned goods will only be accepted with a completed return form and parts return number included, and only within one week following delivery. If the good are received damaged, the company must be notified within 24 hours of receipt of all damaged goods which need to be returned in the original packaging. Goods incorrectly supplied due to picking error or orders duplicated in error by the company will be issued with a full credit. Orders duplicated in error by the buyer will be subject to a 25% handling charge, with a minimum of £10.00 for each return consignment. If we have to re-label the parts the handling charge will be £5.00 per line. Non-standard items (with 'S' prefix) and custom-made seals cannot be returned. Printed circuit boards (PCBs) will not be accepted back for credit, unless previously agreed with the company.

Customer use only	Company/ Customer No.:	Additional Details:
	Contact:	
	Date:	
GEV use only	Date Received:	
	Date Dispatched:	