

Materials Returns Form

To be Emailed or faxed to head office BEFORE any goods are returned to warehouse

Returns NO: (call head office for number)	RET-169
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Job No:	F25740	Date:	02/10/17
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Customer Name:	Mr Adrian Glover
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Materials:	New England
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Colour:	Burlington
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Original Size(s): Length(s) x Width(s)	3.30m x 4m
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Fitted or Cut:	Still wrapped	If Cut Number of Pieces:	
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Reason for return:

Customer cancelled order

Supplier:	Unnatural Flooring	Supplier Reference:	
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Authorised By:	Sarah agreed 25% handling charge
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Labour/Charges to Debit:	£157.90 + VAT
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Date returned to Warehouse:	
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Supplier Notified: (Date & Name)	Sarah 02/10/17
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Warehouse Notes or Comments

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NO GOODS TO BE RETURNED TO WAREHOUSE WITHOUT RETURNS NUMBER