

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-187
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Job No:	F26775	Date:	10/12/2018
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Customer Name:	Studio Goring
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Materials:	Beachcomber
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Colour:	Shingle
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Original Size(s): Length(s) x Width(s)	13.00m x 5m
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Fitted or Cut:		If Cut Number of Pieces:	
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Reason for return:

Carpet cancelled by customer
25% Cancellation Charge as agreed with Donna

13.00m x 5.00m = 65m² @ £20.96 = £1,362.40 less 25% = £340.60 + VAT

Supplier:	Brockway	Supplier Reference:	28689
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Authorised By:	Donna
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Labour/Charges to Debit:	£340.60 + VAT
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Date returned to Warehouse:	
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Supplier Notified: (Date & Name)	
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Warehouse Notes or Comments

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NO GOODS TO BE RETURNED TO WAREHOUSE WITHOUT RETURNS NUMBER