

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-228
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Job No:	F28312	Date:	09/10/2021
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Customer Name:	Mr Charles Gordon-Watson
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Materials:	Elements Design (Queenstown)
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Colour:	ELDES-25 (Delft)
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Original Size(s): Length(s) x Width(s)	3.80m x 4.00m
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Fitted or Cut:		If Cut Number of Pieces:	
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Reason for return:

Customer ordered a replacement for a bedroom we fitted 3 years ago.
The wrong room size was given 3.80m x 4m when a 4m x 5m is required

After speaking to Andrew he has agreed to re-stock the piece with a handling charge of 20% which will be debited once received. I will order the correct size on 11/10/21

Supplier:	Ulster Carpets	Supplier Reference:	Invoice 542292
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Authorised By:	Andrew Gicquel
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Labour/Charges to Debit:	N/A
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Date returned to Warehouse:	Still in Warehouse
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Supplier Notified: (Date & Name)	Andrew 05/10/2021
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Warehouse Notes or Comments

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NO GOODS TO BE RETURNED TO WAREHOUSE WITHOUT RETURNS NUMBER