

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)	RET145
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Job No:	P27128	Date:	7 th July 2016
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Customer Name:	Dickinson
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Materials:	Colorado (Boucle Nuetrals)
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Colour:	COL2205 (Portobello Silver)
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Original Size(s): Length(s) x Width(s)	8.00 x 4.00m
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Fitted or Cut:	No	If Cut Number of Pieces:	
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Reason for return:

Incorrect size ordered by MRC as a landing was missed off the cutting plan by the Estimator. Jack spotted the omission before the job was fitted but no colour matching stock available so we arranged for Cormar to collect the original 8.00 x 4.00m piece & have re-ordered a 9.25 x 4.00m piece.

Ali,
Cormar will charge us a 33.33% handling charge to take the original piece back which equates to £106.55 + Vat, therefore we require a credit note for £213.13 + Vat off the invoice for the original 8.00m piece (Inv No. Q30969)

Chas,
Cormar to collect the 8.00 x 4.00m piece on Thursday 7th July. Please mark it with the Cormar reference No. "193504"

Supplier:	Cormar	Supplier Reference:	193504
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Authorised By:	Melissa in customer services
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Labour/Charges to Debit:	£ N/A
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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