

# 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 162 |
|---|---------|

|         |        |       |          |
|---------|--------|-------|----------|
| Job No: | F25827 | Date: | 22/08/17 |
|---------|--------|-------|----------|

|                |               |
|----------------|---------------|
| Customer Name: | Mrs C Collins |
|----------------|---------------|

|            |                      |
|------------|----------------------|
| Materials: | Fine Worcester Twist |
|------------|----------------------|

|         |                  |
|---------|------------------|
| Colour: | FW86 Pirton Palm |
|---------|------------------|

|   |               |
|---|---------------|
| Original Size(s):<br>Length(s) x Width(s) | 8.20m x 5.00m |
|---|---------------|

|                |  |                             |  |
|----------------|--|-----------------------------|--|
| Fitted or Cut: |  | If Cut<br>Number of Pieces: |  |
|----------------|--|-----------------------------|--|

Reason for return:

Carpet has been damaged in transit (torn)  
Delivered & signed damaged by Charlie Clough (22/08/17)

|           |              |                        |  |
|-----------|--------------|------------------------|--|
| Supplier: | Adam Carpets | Supplier<br>Reference: |  |
|-----------|--------------|------------------------|--|

|                |          |
|----------------|----------|
| Authorised By: | Beverley |
|----------------|----------|

|                          |   |
|--------------------------|---|
| Labour/Charges to Debit: | £ |
|--------------------------|---|

|                             |  |
|-----------------------------|--|
| Date returned to Warehouse: |  |
|-----------------------------|--|

|                                  |  |
|----------------------------------|--|
| Supplier Notified: (Date & Name) |  |
|----------------------------------|--|

Warehouse Notes or Comments

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**NO GOODS TO BE RETURNED TO WAREHOUSE WITHOUT RETURNS NUMBER**