

Goods Return Form

Authorisation No:



All fields must be completed to ensure accurate processing of your returns!

Airsys Communications Technology Ltd

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Date Reference Given:	Sales Order Number goods sold on:
Invoice Number goods sold on:	Account Number or Post Code:
Company Name:	Contact Name:

The not-so small print!

- * Airsys will not accept responsibility for any Goods returned without an Authorisation Number.
- * Goods returned for credit will incur a 20% handling charge, unless due to an error by Airsys.

Please sign to accept our terms & conditions of return:

Reason for credit note:

Product Code	Product Description	Serial Number (if Radios) or Proof of Purchase (if Accessories)
		Please use separate sheet if necessary

AIRSYS USE ONLY - EVERY field must be completed

Date Received at Airsys: Checked by Stores in re-saleable condition:

20% Handling Charge applied?: Credit Authorised by:

Stock to be adjusted?: YES / NO Credit Note Number:

Stores action for returned items: Return to Stock / Return to Supplier / Dispose of / Return to Customer

Who given to in Stores:

Date Sent to supplier (if applicable): Sales Order Returned to Customer (if applicable):

Processed by (in Stores):

Action required in Office: Update Price Lists /

Who given to in Office:

Actioned by (in Office):

Important: Visit our website at www.airsys.co.uk>ReturnsPolicy.htm for our full Terms and Conditions of return.