

**GERARD LIGHTING GOODS RETURN REQUEST APPLICATION**

In order to facilitate your request for goods to be returned to Gerard Lighting (NZ) Limited for credit, this application form must be completed in full and submitted by email to [sales@gerardlighting.co.nz](mailto:sales@gerardlighting.co.nz). If your application is successful a Goods Return Authority (GRA) will be emailed back to you within two (2) working day

**PLEASE DO NOT RETURN GOODS WITHOUT GRA APPROVAL FIRST BEING GRANTED**  
**GOODS RECEIVED WITHOUT DOCUMENTATION WILL BE IMMEDIATELY RETURNED TO SENDER**

Please complete the following sections:

- A. Company Name: \_\_\_\_\_
- B. Branch: \_\_\_\_\_
- C. Contact Person: \_\_\_\_\_
- D. Contact Phone Number/Email: \_\_\_\_\_
- E. Reason for credit request (tick one):
  - Not Required (Restocking fee applies) – Promotional stock will not be accepted
  - Faulty/Damaged\*
  - Incorrectly Supplied
  - Other (Please specify): \_\_\_\_\_

*\*If damaged please also include your copy of the signed freight or courier consignment note.  
Faulty goods will be replaced at no extra charge within the Warranty period*

- F. Gerard Lighting NZ Delivery Note Number: \_\_\_\_\_
- G. Your Internal Claim Number: \_\_\_\_\_
- H. Date Goods Were Delivered: \_\_\_\_\_
- I. Description, Quantity and Code(s) of goods being requested for credit:

Our Product Code	Quantity	Your Purchase Order #	Description

Customer Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed By:

Signature:

Date: