

## 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 fax to 0508 743 755. If your application is successful a Goods Return Authority (GRA) will be faxed back to you within 48 hours.

**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) Contact person: \_\_\_\_\_

C) Contact phone & fax numbers: \_\_\_\_\_

D) Reason for credit request (tick one):

- Not Required  
 Faulty/Damaged\*  
 Incorrectly supplied  
 Other (please specify) \_\_\_\_\_

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

E) Your Purchase Order number: \_\_\_\_\_

F) Gerard Lighting Limited Delivery Note number: \_\_\_\_\_

G) Your internal claim number: \_\_\_\_\_

H) Date of delivery arrival: \_\_\_\_\_

I) Description, quantity and code(s) of goods being requested for credit:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Customer Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by:

Signature:

Date: