**GOODS RETURN AUTHORITY FORM**

**Goods received without documentation will be returned to sender.**

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| --- | --- | --- | --- |
| **GRA no** |  | **Date** |  |
| **Company:** |  | **Branch:** |  |
| **Contact:** |  |  |  |
| **E mail:** |  | **Phone:** |  |
|  |  |  |  |

Invoice number: Customer Claim

Reason for Credit Request

* Not Required

Please note our standard processing fee is 20% of the original purchase price with a minimum value of $20.

* Faulty within warranty period
* Incorrectly Supplied
* Other (please specify)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product Code** |  | **Description**  | **Cost** | **Qty** | **Reason For Return** |
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Additional Comments:

***Criteria for returns:***

***Product returned “Not Required” must be in original and resaleable condition***

***Indent product ordered in specifically at your request, and obsolete products are not returnable***

***Globelink Staff Only:***

Restock/Processing Fee to be charged: Stock Destroyed  Stock Returned 

Inspected and Approved By: Signature