Credit/Return Request Application Form

Date of Request	
Email Address	
Company Name	
Company Address	

Item Details:

Quote Number	
Invoice Number	
Order Number	

Please note, in order for your credit request to be reviewed, all information needs to be provided. If the relevent information is not provided, your application will be rejected.
Approved credits/returns will be collected within 7-10 working days, please attach a copy of this document with the items approved for return.
Non stocked Parts ordered at your request are not returnable and will be rejected for Credit

PARTS RETURN POLICY

- Parts specially procured - Not Returnable for Credit
- Electrical components - Not Returnable for Credit
- Prior approval must be granted before returns are accepted
- Charges for freight, packing and cartage will be made where applicable
- HANDLING CHARGES ON RETURNS ARE AS FOLLOWS.
- Up to 14days - 10%
- 14-21 days - 20% handling charge
- Over 21 days - No Credit will be given
- Invoice number must be quoted & freight pre-paid on approved returns.

Description	Part Number	Quantity	Reason	Description of reasoning

First Name		Surname	
Signed		Date	

SD Parts Use:

Approved	Declined	Authorization Number	

Reasoning:	

Name		Signed	
Date			