



RA

Return Authorisation Form (RA)

Section 1 - Customer Details

Please Complete Section 1 as applicable

CUSTOMER CODE _____	Original Order Number: _____
Contact Name: _____	Contact Phone: _____
EMAIL ADDRESS: _____	
Customer Invoice: _____	Date: _____
Warranty Item	Y N

Section 2 - Detailed Reason for Return

Reason for Return (Circle Applicable Box)

Faulty Product	Incompatible	Duplicate Order Cust. / Duo	Incorrectly Despatched Cust. / Duo	Incorrectly Ordered	Not Rqd / Cust. Cancelled
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Please detail reason for return

(if faulty product detail full fault description)

(if faulty product detail full fault description)

Customer Action Requested

(Please circle appropriate box, if new order number applicable please note)

CREDIT ONLY (NO REPL. REQUIRED)	REPLACEMENT REQUIRED	REPLACEMENT DATE:	REPLACEMENT INVOICE #	
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Section 3 - Equipment to be Returned

Qty	Duo Part No.	Description of Goods