

RETURN NOTE

CUSTOMER INFORMATION:

Company/Customer:	Customer No.:
Contact person:	Phone:
E-mail:	Fax:

ORDER INFORMATION:

Order	Bill	OF No.	Date of purchase

MATERIAL INFORMATION:

Reference	Quantity	Description	Reason for return*

Detailed fault description:

* Reason for return

01 Wrong delivery of an item

02 Wrong quantity delivered

03 Incomplete order

04 Transport damage

05 Repair

06 For inspection

07 Other reasons

Date

Signature

Dear Customer,

If you have any question about the returns process, please contact our commercial department, as many problems can already be solved beforehand.

To return a product, we request you to proceed as follows:

1. Please fill in the return note and attach a complete return note to each return consignment, as well as a copy of the invoice, in order to ensure that we proceed as soon as possible. A return note template is also provided in the internet at www.vycindustrial.com.
2. Please send the goods to the address indicated at the top of this return note in a sufficiently post paid and carefully packaged way. All material must be thoroughly cleaned prior to delivery, and you must indicate, if there is an indication that there are still remnants of fluid inside and if it is poisonous, flammable and so on, so that you will help us to prevent accidents.

Kind regards,