

In order to guarantee a smooth process we kindly ask you to fill out this form and provide as much information as possible. Please attach this form to your return shipment. This will help us with the assignment. Thank you very much!

1. Customer data			
Company			
Street address		Customer ID	D
Zip code		Contact person	
City / State		E-Mail	
Country		Phone	

2. Order documents			
Your Order #		Delivery note #	L
Confirmation #	A	Invoice #	R

3. Returning items		
QTY	Item No.	Description

4. Type of Return Shipment

4.1 Item on loan		
Return of loan	<input type="checkbox"/>	Document # LW

4.2 Incorrect order / delivery			
Wrong item(s) ordered	<input type="checkbox"/>	Ordered twice	<input type="checkbox"/>
Wrong item(s) delivered	<input type="checkbox"/>	Delivered twice	<input type="checkbox"/>
Credit note desired	Yes	<input type="checkbox"/>	No
		<input type="checkbox"/>	<input type="checkbox"/>

4.3 Quality-related claim	<input type="checkbox"/>	4.4 Repair	<input type="checkbox"/>
Defect description: Please describe the quality issue!			