

**Sydney**

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**CUSTOMER RETURN FORM**

**GL office use: Part 1**

Store Name: Service Report No.:

GL International Invoice No.:

Service Report Date:

(Please find the original PO Number .....

**Please send to .....warehouse**

RA # .....\_ ( Replacement Invoice for Credit claim)

Item Code	Item Description	QTY	Reasons For Return

**Customer Use: Part 2**

**Pick Up Information**

Date of Pick Up:	Pick-up by Company:
Driver Name (Print Name Here):	
Signature:	

**\*Once goods have been picked up, please kindly fax this form to 02-9675 7898 or email to [accounts@glfurniture.com.au](mailto:accounts@glfurniture.com.au) for further processing.**

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Office Use Only:

Warehouse:

Approval

**To All GL Valued Customer whom use Transport for Returning**

**Dear Customer,**

**According to standard GL International Credit Returning procedures, GL will fill the Customer Return Form **PART 1**, which require to provide the original GL Invoice no. or your PO. No. and the reason of returning from Customer's servicer report form. Emailed photos for the damaged item will be highly appreciated which will improve our factory's manufacturing quality.**

**There are Two important steps:**

- 1. Must get GL RA form (with assigned RA#) before organizing return – as **return authorization****
- 2. **Obtaining Transport's signature** upon collection and **fax back** - key to prove return and receive credits.**

**(PART 2)**

**The purpose of introduction of CUSTOMER RETURN FORM is more efficiently chasing returning items' transportation and we can apply credit claim returning more quickly.**

**We appreciate all our GL Member Customers' kindly cooperation on this GL Standard Credit Returning Procedures.**

**Best Regards**

**Aisha Siddiqua**

**GL International PTY LTD**