

RETURN AUTHORISATION FORM



DATE

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STORE NAME: _____ STORE CODE: _____

CONTACT NAME: _____

PHONE NO.: _____

HOW LONG HAVE YOU HAD THE GARMENT FOR? (please provide approx. time): _____

REASON FOR RETURN (Please choose an option):

INCORRECT SIZE INCORRECT STYLE/COLOUR FAULTY/DIRTY

OTHER (please state reasoning): _____

R.A. NUMBER (COMPULSORY): _____

(PLEASE CALL MUHAN CORPORATE ON 1300 700 056 TO OBTAIN AN R.A. NUMBER)

OFFICE USE ONLY:

CHECKED BY: _____

SIGN: _____

DATE RECEIVED: _____

APPROVED: _____

STYLE CODE	DESCRIPTION	COLOUR	SIZE	TOTAL QTY

RETURNS POLICY

- RETURNS PROCEDURE:
- STEP 1: COMPLETE THIS FORM
 - STEP 2: PHONE: 1300 700 056 TO OBTAIN AN R.A. NUMBER
 - STEP 3: PLEASE RETURN THIS FORM ALONG WITH GARMENTS TO THE FOLLOWING ADDRESS:

MUHAN CORPORATE
 PO BOX 6790
 SILVERWATER NSW
 N.S.W 1811

- STEP 4: PLACE AN ORDER FOR REPLACEMENT GARMENTS IF NEEDED. VIA ONE OF THE FOLLOWING METHODS:

Fax: (02) 9649 4125
 Email: sales@muhancorporate.com.au
 Online: www.muhancorporate.com.au

TERMS & CONDITIONS:

All returns must be in 'as new' condition. All returns must be made within 30 days from receipt of goods and accompanied by this returns form (available for download from our webpage) detailing an invoice number and clearly stated reason for return and action required. When sending back your returns, please make sure a proof of delivery is obtained. All non-stock and embroidered garments are non-returnable. Freight costs will be borne by the customer, except in cases where the return is based on quality issues, whereby our nominated courier is to be used. You are required to re-order the replacement garment. Any orders sent with returns will be overseen and not processed. Should you require further details please call 1300 700 056 between 9.00am - 5.00pm Monday to Friday.