

OVERSEAS SHIPMENT RETURN REQUEST

Export Sales Division

DATE OF REQUEST

ORIGINAL INVOICE NUMBER

ORIGINAL EXPORT DATE

RETURN AUTHORIZATION NUMBER (RMA)

REFERENCE BILL OF LADING / AWB

COUNTRY OF FINAL DESTINATION

IMPORTER / CUSTOMER INFORMATION

COMPANY NAME

CONTACT PERSON

EMAIL ADDRESS

FULL ADDRESS

PHONE / FAX NUMBER

CUSTOMER ACCOUNT NUMBER

REASON FOR RETURN

- Damaged in Transit
- Quality / Performance Issue
- Incorrect Item Shipped
- Customs Clearance Rejection
- Order Cancelled Prior to Delivery
- Other (Specify in details below)

ITEM DETAILS FOR RETURN

ITEM / PART NUMBER	DESCRIPTION OF GOODS	QTY SHIPPED	QTY RETURNING	UNIT VALUE (USD)	TOTAL VALUE (USD)

RETURN SHIPMENT & CUSTOMS LOGISTICS

PROPOSED RETURN CARRIER

PROPOSED RETURN INCOTERMS

COUNTRY OF EXPORT (FOR RETURN)

DETAILED EXPLANATION FOR RETURN / SPECIAL INSTRUCTIONS

CUSTOMS / TARIFF CODE (HS CODE) IF KNOWN

CUSTOMER AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE

EXPORT SALES MANAGER APPROVAL

PRINT NAME

DATE

This document is a formal request for an overseas return. No goods must be shipped back without an issued RMA number and approved customs declarations.