Request to Return Goods Form

This section must be fully completed

Company Name:	Date:
Contact:	Phone:
E-Mail	Fax:

Invoice / Advice Note Number	Item	Quantity	Reason for Return request

Notes

1) Specially procured items will not be accepted for return irrespective of despatch date
2) Returns will only be accepted within 60 days of despatch.
3) A Handling charge of 15% will apply to all approved returns.
4) Goods must be returned in good saleable condition and contained in original packaging.
5) A Copy of this (Authorised) form must accompany the physical return of the goods.

For Internal Office Use

Return approved by:
Date:

cork@reliance.ie **limerick@reliance.ie** **dublin@reliance.ie**

Email this form to the Reliance branch that despatched the goods to obtain authorisation from Reliance to return the goods.