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RETURN / CREDIT AUTHORIZATION FORM

Customer Request Date: _____

Company: _____

Address: _____

Contact person: _____

Phone: _____

E-mail address: _____

Invoiced Date: _____

Original Invoice #: _____

No returns or credits will be considered without the invoice number.

Items To Be Returned or for Credit:

Part Number	Description	Ordered Qty	Problem Qty	Reason #

Please list the reason number in the box above.

1. Wrong item shipped
2. Billing error
3. Over shipped
4. Short shipped
5. Shipment did not arrived
6. Customer did not ordered
7. Defective / Damaged*

*Please explain damages and defects in detail and include copies of courier acknowledgement (if applicable):

Customer Signature: _____

Actions: pick up / discard stock / Others: _____

RA#: _____

Hutchison Import Authorization By: _____

Our return policy is to pickup of the problem stock and 100% credit for items reported within 30 days and RA# granted; provided that products are in resalable condition and all packaging are intact, unless advised by the supplier otherwise. Special orders, custom orders are not returnable.

Simply use the form and submit to our Customer Service Department via fax 604.295.8171.

A returned fax will be issued to customer via fax or e-mail with instructions and the RA# has to be referred to in all correspondence.

Returns / Credit reported over 30 days will be charged a 20% restocking fee. Please fill this form out completely!