



Unit 1700 - 4151 Hazelbridge Way  
Richmond BC  
Canada V6X 4J7

T: 604 295 8170  
F: 604 295 8171  
www.hutchisonimports.com

## 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!**