

# Request for Goods Return Authorisation



Please print out and fill in all details in the spaces provided and return to exeed Limited:

Via Fax: 09 302 2145

Via e-mail: [operations@exeed.co.nz](mailto:operations@exeed.co.nz)

Via Post: P.O. Box 137 046, Parnell, Auckland

**(All fields must be completed)**

Company/Business Name:

Contact Name:

E-mail Address:

Collection Address:

Telephone No:  Have the item(s) been opened? No  Yes

Part Number	Qty	Product Description	Serial Number	Invoice/Order Number
HP Incident Number (must be supplied for all faulty/DOA returns)				

## Reason for Request to Return Goods

*(full description required - i.e. incorrectly quoted, wrong items ordered, goods do not work etc. - what is the problem and what steps have you taken to address the issue with the manufacturer)*

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## Conditions of Return

- All GRA requests are subject to exeed's trading terms and conditions
- All GRA requests must be for stock purchased within the last 30 days and be current product,
- All GRA numbers are **valid for 7 days only** from date of issue and after that date will be cancelled
- GRA number must be clearly written on shipping label - **NOT ON THE PRODUCT PACKAGING.**
- Goods **MUST** be returned **ONLY** to the address specified on the official exeed GRA confirmation.
- If a GRA number can't be identified, delivery will not be accepted and returned at your own expense.
- Goods must be properly packaged for return, as goods damaged in transit will not be accepted
- All Goods returned must be returned with all manuals, disks and CD ROM's and must be in their unmarked original packaging and in as new condition i.e seals not broken and all boxes un-opened.
- Goods not accepted for return will be sent back to the reseller from the address from which they were collected. If that is an end user site goods will be returned to your principal business/warehouse address at your expense.
- Returned goods, (not faulty) accepted by exeed for Credit will be subject to a minimum 10% restocking fee

(I accept the conditions set out above)

Customer Signature \_\_\_\_\_

### exeed's USE ONLY

EZH number: \_\_\_\_\_

Credit number: \_\_\_\_\_