

Return Materials

Form Id: Return_Materials.doc
Date: 14/11/2007
Page 1 of 1



Customer to fill out **all** relevant information and ensure a **separate** form is filled in for each item being returned. Failure to supply correct details may result in invoices not being credited for field replacement PCA's, delays in repairs, and incorrect billing.

Suite 5, 20 Fletcher Rd
Mooroolbark VIC 3138
Australia

Phone +61 3 9727 6600
Fax +61 3 9727 6601
sales@selectronic.com.au
www.selectronic.com.au

This section to be filled out by customer:

Date Logged:	/ / 20		
Component Type (tick one):	<input type="checkbox"/> Inverter <input type="checkbox"/> PCB / Assembly. Also supply Inverter serial no:		
Return item Serial Number:			
Model no. or description:			
Return for credit: Y/N		Selectronic Invoice No:	
Your name:			
Company (if applicable):			
Address:			
Your phone / email:	()		
(if different to above address)			
Return address:			
Contact:			
Phone / email:			
Selectronic contact:			
Fault Details:			
Special Instructions:			
Selectronic to quote if repair cost will exceed: (not for field servicing)		\$	

Office Use Only:

RA No:		Date Received:	/ / 20
Cust Wish Date	/ / 20	Date Completed:	/ / 20
Status (Refer Status List)	R		
Confirmed warranty claim valid		Warranty Responsibility:	

Repair Status

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Inspected | <input type="checkbox"/> Quotation Logged | <input type="checkbox"/> Approval given. Date: _____ |
| <input type="checkbox"/> Repaired | <input type="checkbox"/> Waiting on parts | <input type="checkbox"/> Parts arrived |
| <input type="checkbox"/> Assembled | <input type="checkbox"/> Waiting on customer approval | <input type="checkbox"/> Waiting on Payment |
| <input type="checkbox"/> Final tested | <input type="checkbox"/> Packed | <input type="checkbox"/> Credit Approved |

By: _____ on _____

By: _____ on _____

Quotation Advise	
Total Parts cost	\$
Labour	\$
Freight	\$
GST @ 10 %	\$
Total (Range?)	\$

Payment requested by: _____

Date: ____ / ____ / 20 ____



Selectronic Australia Pty Ltd
ACN 063 863 785
ABN 69 063 863 785

