

# Bailey Morris Ltd.

Little End Road  
Eaton Socon  
St. Neots

Cambs PE19 8GE

Tel: 01480 216250 Fax 01480 403045

[www.baileymorris.co.uk](http://www.baileymorris.co.uk)



## GOODS RETURN REQUEST

QC40 issue 2

<b>Customer:</b>	<b>Date:</b>
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Item	BM. Part No.	QTY	Invoice/BMA ref.	Reason for return	Unit Price

Internal Use Only	Credit Note no.	% Handling Charge
	Total Credit	

INTERNAL FLOW CHART	ACTIONED
ALL ITEMS CHECKED BY GOODS-IN & PLACED IN RETURNS AREA	<input type="checkbox"/>
<b>OUTCOME</b>	▼
QC40 PAPERWORK PASSED TO SALEPERSON	<input type="checkbox"/>
	▼
ALL DETAILS CHECKED + CONFIRMED BY SALESPERSON	<input type="checkbox"/>
	▼
CREDIT NOTE AUTHORISED BY DIRECTOR	<input type="checkbox"/>
	▼
CREDIT NOTE RAISED BY SALESPERSON	<input type="checkbox"/>
	▼
SALESPERSON INSTRUCTS GOODS-IN AS TO OUTCOME (+ RETURNS QC40 TO THEM)	<input type="checkbox"/>
	▼
RESTOCK = RS REWORK = RW RETURN SUPPLIER = R	<b>KEY</b>
	▼
GOODS-IN STAFF MOVE PRODUCT TO APPROPRIATE AREA (QC40 FORM THEN FILLED AS REQUIRED)	<input type="checkbox"/>

If the Buyer should decide to return goods supplied in good faith then the seller may apply without prejudice a handling charge of up to 50% (as per item 14 in our general Terms and Conditions of trading).