



TOPSTAR COMPUTERS INTERNATIONAL P/L

A.C.N. 083 082 115 A.B.N. 64 083 082 115
UNIT 12-13, 104 FERNTREE GULLY ROAD OAKLEIGH VICTORIA 3166
TEL: (03) 9548 8044 FAX: (03) 9548 8544
<http://www.topstar.com.au>

R.A. # :

Return for Credit

- 1: Topstar Computers International will process the following credit request in accordance with the Terms and Conditions of Trade and will inform you of the outcome.
- 2: **Always** discuss the request with your account manager before returning any goods.
- 3: Please complete and sign section A and return it to your account manager.
- 4: An R.A. number must be issued before returning any stock.
- 5: Any credit arrangement may become VOID if goods are not returned in sufficient packaging to ensure no damage occurs in transit. Internal computer components must be in anti-static bags.

SECTION A

Date: ___/___/___

Company Name: _____ A/C Code _____

Contact: _____ Ph.:() _____ Fax:() _____

Product: 1) _____ Product Code: _____ \$ _____ Qty: _____

 2) _____ Product Code: _____ \$ _____ Qty: _____

 3) _____ Product Code: _____ \$ _____ Qty: _____

 4) _____ Product Code: _____ \$ _____ Qty: _____

 5) _____ Product Code: _____ \$ _____ Qty: _____

Invoice No.: _____ Invoice Date: ___/___/___ Order No.: _____

Reason for credit request _____

In the event of product(s) being returned to Topstar Computers International Pty Ltd, I undertake to ensure that the product(s) will be returned as a complete and saleable product including all items supplied with the product such as cables, drivers, software, etc.,. In the event of damaged or incomplete product(s) being returned, I understand that all or part of the invoiced amount will become payable, depending on the degree of damage.

Applicant's signature: _____ Print Name: _____

SECTION B

Warehouse _____

Received by: _____

Date: ___/___/___

SECTION C

Damage description _____

Packaging & Contents complete
Yes: [] No: []

SECTION D

Credit Details

Amount to be credited: \$ _____

Restocking fee deducted \$ _____

SECTION E

Approval

Approved by: _____

Date: ___/___/___