

AUTHORIZATION TO RETURN GOODS

Date: _____

To:

Dear Sirs:

This letter is to confirm that certain goods we have shipped to you, and which you have agreed to return to us on the following terms:

1. The value of the goods to be returned shall be _____.
2. We shall debit your account with the balance of _____.
3. All returned goods must be in our stock or cartons, and must be **that do not** contain any hazardous materials.
4. You shall be responsible for the cost of return shipping and all risk of loss until the goods are received and inspected by us.
5. Our agreement is conditional upon your agreement to the *payment terms* set forth in the enclosed duplicate copy of this Authorization.

Please indicate your acceptance of this Authorization by signing and returning the enclosed duplicate copy of this Authorization to _____.

Yours truly,

[NAME OF SUPPLIER]

(Authorized Signature)
(name & title)

Accepted and agreed to by:

[NAME OF CUSTOMER]

(Authorized Signature)
(name & title)

