

AUTHORIZATION TO RETURN GOODS

Date: _____

To: [Name of Customer]
[address of customer]
Attention: [name of contact person]

Dear Sirs:

This letter is to confirm that [NAME OF SUPPLIER] shall accept the return of certain goods we have shipped to you, and shall apply a credit to your account. You are hereby authorized to return the goods to us on the following terms:

1. The value of the returned goods shall not exceed \$_____.
2. We shall deduct _____% of the invoice value as a handling charge and credit your account with the balance.
3. All returned goods shall be in a resalable condition and must be goods which are currently in stock or can return to our supplier for credit. We reserve the right to refuse the return of goods that do not meet this requirement.
4. You shall be responsible for the cost of shipping the returned goods to our _____ warehouse and for insuring the goods during transit. Goods may not be accepted for return until we have received and inspected the goods and approved their return.
5. Our agreement to accept returned goods for credit is expressly conditional upon your agreement to settle any remaining balance due on the following terms: [set out the payment terms on the back of the invoice].

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

Yours truly,

[NAME OF SUPPLIER]

(Authorized Signature)
(name & title)

Accepted and agreed to this _____ day of _____, _____.

[NAME OF CUSTOMER]

(Authorized Signature)
(name & title)