Person in Charge

SHOP

Customer Name

SHOP

SHOP	Contact-tel			
Date	Reference			
article name	article number	colour	size	defect
Explanation of the problem/defect				
Attachments	Held-invoice-copy	Held invoice-no.		
required -	sales-bill-copy	date of bill		
	new from stock, not sold			
Pictures	Front view (garments front, gloves upper, boots outside,)	Back view (garments back, gloves palm, boots inside,)		Defect close-up (close up of defect on product)
	Overview of defect (defect in context)	Photo of label (product number)		
Person in charge		Signature		
Decision	credit note	please return tl		
	claim refused, explanation:	,		