



HUNTER VALLEY FILTER SALES PTY LTD

5 SABRE CLOSE, RUTHERFORD NSW 2320

ABN: 58 054 150 060

Request for CREDIT

Please Fax / Email completed form to (02) 4932 1865 / sales@hvfs.com.au

Pricing Credit

Return Credit

Account No:		Customer Name:	
Fax No:		Email:	
Invoice No:		Contact Person:	
Invoice Date:		Purchase order No:	

	Part No.	Quantity	Unit Price
1			
2			
3			
4			
5			

Reason For Credit

- Wrong Goods Shipped
- Duplicated Order
- Not Ordered
- Short Supply
- Over Supply

- Incorrect Price
- Goods Not Received
- Faulty
- Warranty
- Others (Specify) _____

Additional Comments / Details Re: Reason for Credit

e.g. Entered incorrect part number, incorrect acct no., shipped to wrong address / location, quoted price / contract price not entered, refused early / late delivery, shipped after cancellation, freight, customer responsibility, incorrectly ordered, entered incorrect quantities, repair chargeable, etc.

Resupply / replacement required: Yes No

Resupply PO No.: _____

Raised by _____ Date _____ / _____ / _____
Signature

NOTE 1: Submission of this form DOES NOT constitute approval / authorisation of credit.

NOTE 2: Information provided will be used to complete the necessary Credit documentation.