

ATTENTION ALL HOWARD DEALERS

Procedure for the return or relocation of product belonging to Howard Australia Pty Ltd



Please print this form and complete accordingly.

FAILURE TO COMPLY MAY RESULT IN GOODS BEING REJECTED AND RETURNED.

What you need to do:

1. Complete the details in the RETURN ADVICE FORM below.
2. Fax to Howard Australia on 02 9674 6263.

We will then allocate you a "A RETURN ADVICE NUMBER" and depending on the reason for the return, eg: warranty, incorrect goods sent, etc, we will indicate in the box below who is responsible for the cartage. If Howard Australia is to pay the cartage, we will advise you of our account number. We will then fax this form back to you.

3. Fix the RETURN ADVICE FORM that we have faxed back to you to the goods to be returned.

**THE RETURN ADVICE FORM MUST BE SECURELY
ATTACHED TO THE GOODS BEING RETURNED**



RETURN ADVICE FORM

Dealer:

Contact Person: Date:

Description of Goods:

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Reason for return: Warranty: Claim No:

Credit: Despatch note or Invoice No:

Sales Exchange Other: Details:

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Parcels **MUST be marked General Road Freight otherwise the carrier will charge Express Rates and we will have to charge you the difference.*

**HOWARD AUSTRALIA
TO COMPLETE**

**RETURN
ADVICE NUMBER**

- Howard Australia will pay cartage

A/C no:

Transport Company:

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**Please mark parcel
General Road Freight***

- Dealer must pay cartage

**RETURN TO: HOWARD AUSTRALIA P/L, 2/167 PROSPECT HIGHWAY, SEVEN HILLS NSW 2147.
Post: Private Bag 5, Seven Hills NSW 2147.**

Howard Australia Pty Ltd 167 Prospect Highway, Seven Hills NSW 2147. Tel: (02) 9674 2966 Fax: (02) 9674 6263
Web site: www.howard-australia.com Email: Info@howard-australia.com ABN 96 002 960 778

S/MTG: Dealers/Circulars & Mailouts/2006 mail out