



LIGHTING | POWER | DISTRIBUTION | AUTOMATION

PDC Auckland
9 Levene Place
Mt Wellington
Auckland
Ph: (09) 526 7881
Fax (09) 579 8742
sales@pdc.co.nz

PDC Christchurch
388 Tuam Street
Phillipstown
Christchurch
Ph: (03) 335 0366
Fax: (03) 335 0980
sales@pdc.co.nz

Authorisation for Credit Form

P031

PDC Authorisation Number

ACR#

Customer Goods Return Number

GRA#

Customer Name: _____

Date: _____

Email: _____

Purchase O/N: _____

Packing Slip or Invoice No: _____

Date: _____

#	Item Supplied	Qty Ordered	Qty Supplied	Qty Returned	Unit Price	PDC USE ONLY	
						Unit Discount %	Extension
1							
2							
3							
4							
5							
6							
7							
8							
						SUB TOTAL	
						GST	
						TOTAL VALUE	

Reason for Return (please tick appropriate box and advise details below)

Not Required (detail below)

Supply Error (detail below)

Faulty (detail below)

PDC Required

Details: _____

PDC USE ONLY	Return Date:		Signed:	
Returned to Stock:	Yes	No	Branch Returned:	AKL / CHC
Goods Replaced @ No Charge:	Yes	No	Restocking Fee:	%
Credit Note No:	Date:		Replacement P/S No:	
			Date:	
			Value:	

Please circle: Credit Accepted / Credit Rejected

AUTHORISED BY _____



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Returned Goods Policy

P031

- All products returned must be in good order and condition; original packaging and a current catalogue item; acceptance is subject to inspection.
- PDC will **accept for return** without reservation the following:
 1. Any product supplied incorrectly
 2. Any non standard product, due to design error, faulty manufacture, damaged in transit or where PDC is at fault or otherwise responsible.
- **NO GOODS WILL BE ACCEPTED FOR RETURN WITHOUT PRIOR CONSULTATION AND AUTHORISATION.**
- All claims to be made within 30 days of original despatch or as otherwise agreed in writing.
- PDC reserve the right to apply a minimum of **10% restocking fee** for goods returned based on the value of the goods returned plus GST.

Procedures

1. Before goods are returned, an ACR (Authorisation for Credit Return) form shall be completed and emailed to VyncoAdmin@vynco.co.nz *Blank copies of this form may be obtained from PDC.*
2. **PDC SHALL RETURN THE ACR FORM TO YOU WITHIN TWO WORKING DAYS, BY FAX.** This shall indicate:
 - a. Acceptance when issued with an ACR number, or
 - b. Refusal with marked DECLINED through the body of the form and duly signed by the Sales Manager.
3. A copy of the authorised ACR form must accompany the goods being returned. Any goods arriving without proper documentation shall be returned at the originator's expense.
4. PDC will only accept returns to the Auckland or Christchurch Store. Freight costs incurred are the responsibility of the originator – unless PDC is responsible for the reason for the return.
5. **THE ACR IS AN AUTHORISATION FOR RETURN AND NOT AN AGREEMENT TO CREDIT.** All returns are subject to inspection.
6. All credits will be to a specific account i.e., no cash reimbursements.



Quality
ISO 9001