

PRODUCT RETURN / EXCHANGE FORM (产品退货/换货表格)

NAME :
AGENT ID :
CONTACT NO. :
<u>METHODS OF COLLECTION</u>
<input type="checkbox"/> SELF COLLECT
<input type="checkbox"/> DELIVERY ADDRESS

DATE :	
DO NO. :	
REASON TYPE	
A	LEAKING / DENTED
B	DEFECTIVE (SPECIFY IN REMARK)
C	DAMAGED IN TRANSIT
D	OTHER (SPECIFY IN REMARK)

NO.	PRODUCT	BATCH NO.	EXP DATE	QUANTITY	DP PRICE	REASON TYPE

REMARK / REASON :

Return / Exchange requirements :-

- 1.All products for return/exchange must have at least a 12-month shelf life before its expiry date.
- 2.Product consumption for all the return/exchange must contain at least 80% unconsumed/unused.
- 3.No replacement shall be made if the return/exchange product consumption has consumed more than 20%.
- 4.Return Legacy will not accept any return/exchange for any product which is no longer available or discontinued.
- 5.The distributor must inform the Company and attach the following documents before returning the products:
 - a) Product Return/Exchange Form
 - b) Reasons and product quantity for the return/exchange
 - c) Copy of Tax Invoice/Delivery Order
 - d) Photos of the Products to be returned
6. Return Legacy reserves the right to approve or reject this return/exchange.

DISTRIBUTOR SIGNATURE

FOR OFFICE USE

VERIFIED BY & DATE :	_____
	R&D (IF NECESSARY)
APPROVED BY & DATE :	_____
	WAREHOUSE

S&D PREPARED BY : _____

RECEIVED BY / COURIER REFERENCE