



**REQUEST TO RETURN GOODS – CENTRAL STORE PF 340**

PLEASE COMPLETE THIS FORM AND ATTACH IT TO THE GOODS TO BE RETURNED TO THE CENTRAL STORE

**Original Order Number:** \_\_\_\_\_

**Account Number** (enter 12 digit account number): \_\_\_\_\_

**Department Reference:** \_\_\_\_\_

**Description of goods to be returned:**

	<b>Item:</b>	<b>Quantity:</b>
	<b>Item:</b>	<b>Quantity:</b>
	<b>Item:</b>	<b>Quantity:</b>

**Reason for Return of Goods (tick all that apply):**

Wrong Item <input type="checkbox"/> / Wrong Quantity <input type="checkbox"/>	<input type="checkbox"/> Ordered	<input type="checkbox"/> Sent
Damaged Goods:	<input type="checkbox"/>	
Duplicate Order:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
More Information: _____		

**Customer Name:** \_\_\_\_\_

**Customer Faculty/School/Division/Centre:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Customer Signature:** \_\_\_\_\_

**CONDITIONS FOR RETURNING GOODS TO THE CENTRAL STORE**

- All goods to be returned to the Central Store must be accompanied by a PF340, Request to Return Goods form.
- The Stores Clerical Officer will request information that can be obtained from the Invoice.
- The Stores Clerical Officer can arrange the collection of the goods at the time of the call. Contact the St Lucia Stores Clerical Officer on 51231 or via email at [store@pf.uq.edu.au](mailto:store@pf.uq.edu.au). Contact the Gatton Stores Clerical Officer on 50228 or via email at [gatstore@pf.uq.edu.au](mailto:gatstore@pf.uq.edu.au)
- A handling charge may be made in some circumstances.
- All claims against goods must be made within 1 week of receipt of delivery.
- Return of goods must take place within 14 days of issue of the receipt of the delivery.
- The Central Store reserves the right to refuse any returns outside of the stated timeframes without prior approval of the St Lucia Warehouse Supervisor or the Gatton Procurement Officer.
- All goods must be returned in original packaging in "as new" condition.
- Any item that has been ordered as a "special order" cannot be accepted for return without the approval of the St Lucia Warehouse Supervisor or the Gatton Procurement Officer. "Special orders" are items that are not carried by the Central Store as stock lines and therefore cannot be returned to the Store for credit.
- The Warehouse Supervisor can be contacted on 52735 or via email at [store@pf.uq.edu.au](mailto:store@pf.uq.edu.au). The Gatton Procurement Officer can be contacted on 50446 or via email at [gatstore@pf.uq.edu.au](mailto:gatstore@pf.uq.edu.au)