



Vynco Christchurch,  
388-396 Tuam Street  
Christchurch 8011

Please email to:  
vyncoadmin@vynco.co.nz

OR FAX TO:

Vynco Auckland  
58 Walls Road  
Auckland 1061

Fax: 03 379 6838

## Authorisation for Credit Form

V032

**Vynco Authorisation Number**      **ACR#**  
**Customer Goods Return Number**      **GRA#**  
**Customer Number**


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

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

Branch: \_\_\_\_\_ Contact: \_\_\_\_\_

Fax No: \_\_\_\_\_

Purchase Order No: \_\_\_\_\_

Packing Slip/Invoice No: \_\_\_\_\_

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

						VYNCO USE ONLY	
#	Item Supplied	Qty Ordered	Qty Supplied	Qty Returned	Unit Price	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)

Vynco Required

Details: \_\_\_\_\_

<b>VYNCO USE ONLY</b>		<b>Return Date:</b> _____	<b>Signed:</b> _____
Returned to Stock:	Yes No	Branch Returned: AKL / CHC	Restocking Fee: _____ %
Goods Replaced @ no charge:	Yes No	Replacement P/S No: _____	Date: _____
Credit Note No:	Date:	Value:	

Please circle:      **Credit Accepted / Credit Rejected**

\_\_\_\_\_  
 Authorised by  
 Auckland



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Christchurch

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58 Walls Road  
Auckland

# Returned Goods Policy

If you would like to return any goods due to excess requirements or faulty items please follow the steps below.

<b>STEP 1</b>	Complete a Vynco Authorisation for Credit (ACR) form and email to <a href="mailto:vyncoadmin@vynco.co.nz">vyncoadmin@vynco.co.nz</a>
<b>STEP 2</b>	Vynco will assess your applications and email the ACR back with an authorisation number within 48 hours
<b>STEP 3</b>	When you receive the authorized ACR form back please return the goods within 5 working days to either:  <i>Please note: Vynco Auckland is moving to 9 Levene Place, Mount Wellington from 18th December 2017</i>

**Vynco Industries, Auckland**  
**58 Walls Road**  
**Penrose**  
**Auckland**  
**OR**  
**Vynco Industries, Christchurch**  
**388 Tuam Street**  
**Phillipstown**  
**Christchurch**

**PLEASE NOTE: The ACR form is an authorisation for return and not an agreement to credit**

- ✿ All products returned must be; in a sellable condition and in original packaging, in the current catalogue, acceptance is subject to inspection.
- ✿ Vynco will accept for return:
  - ✿ Any product supplied incorrectly
  - ✿ Any non-standard product, due to design error, faulty manufacture, damaged in transit or where Vynco is at fault or otherwise responsible
- ✿ All claims to be made within 30 days or original dispatch
- ✿ Vynco reserve the right to apply a restocking fee
- ✿ Indent product (and manufactured product) will not be accepted for return