

NOTICE OF RETURN OF GOODS

[Date]

To:	From:
[Name]	[Name]
[Address Line 1]	[Address Line 1]
[Address Line 2]	[Address Line 2]
[Contact Number]	[Contact Number]

We are sending this notice to verify our rejection of the following Order:

Date of Order	PO No.	Invoice No.	Delivery Date	Packing Slip No.	Bill of Lading No.

We are hereby returning the goods on account of defects, details of which are given as under:

Sr. No.	Quantity	Description of Product	Nature of Damage	Price (PKR)	Credit Due (PKR)
Total Credit Due					

We hereby claim the credit against the returned goods. However, please note that this claim of credit does not limit our rights to further credits or damages in the event that additional credits or damages are discovered to be due or additional returns are made. Settlement with or release to you does not waive any rights against any other party. Furthermore, nothing contained herein shall alter any other documentation issued by us, unless specifically so stated.

Please issue the cheque/bank draft in the name of _____.

[Signature]