



Vynco Christchurch,
388-396 Tuam Street
Christchurch 8011

Please email to:
vyncoadmin@vynco.co.nz

OR FAX TO:

Vynco Auckland
9 Levene Place
Auckland 1060

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: _____

VYNCO USE ONLY		Return Date: _____	Signed: _____
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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vyncoadmin@vynco.co.nz
388 Tuam Street
Christchurch

Vynco Auckland
vyncoadmin@vynco.co.nz
9 Levene Place
Auckland

Returned Goods Policy

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

STEP 1	Complete a Vynco Authorisation for Credit (ACR) form and email to vyncoadmin@vynco.co.nz
STEP 2	Vynco will assess your applications and email the ACR back with an authorisation number within 48 hours
STEP 3	When you receive the authorized ACR form back please return the goods within 5 working days to either: <i>Please note: Vynco Auckland has moved to 9 Levene Place, Mount Wellington as of 18th December 2017. Please remove the old Walls road address from your records.</i>

Vynco Industries, Auckland
9 Levene Place
Mt Wellington
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