

**q-data office solutions**  
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 unit 5, 70 fison ave west  
 eagle farm QLD 4009  
 p.o. box 1089, hamilton QLD 4007  
 tel (07) 3868 5222  
 fax (07) 3868 5200  
 info@qdata.com.au  
 www.qdata.com.au



**NOTE:** This form must be filled out and faxed to us in order to generate a Return Authorisation.  
**Please note that goods must only be sent back with a copy of the Return Authorisation and an allocated RA number.**  
 This will be faxed back to you upon receipt of this form.

**REQUEST FOR RETURN AUTHORISATION NUMBER**

Fax completed form to Fax: **07 3868 5200**

Customer Code: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please Note:**

All items that are returned will be placed under review by Q-Data Office Solutions and the product Vendors' Returns Criteria before an approval decision will be made. This does not guarantee the items returned will be credited.

Invoice No.	Product code	Qty	Product Description

\*\* Reason for return \*\*

\*\*

Signed: \_\_\_\_\_  
 (I have read and understood the RA terms & conditions)

**RA Terms and Conditions**

- A copy of the RA Form issued must accompany the returned goods.
- Returns cannot be processed without a sample of print, sample print must accompany toner/ink cartridge.
- All credit returns must be unopened and in saleable condition otherwise credit may be rejected.
- Seal and secure all goods to ensure unbroken arrival without leakage or loss in transit
- A 10% restocking fee will apply to goods being returned where original fault of supply lay not with Q-Data.
- Faulty product is credited only and not replaced.
- Freight on return of faulty goods will be paid by Q-Data, but not on goods returned because they were incorrectly ordered by customer.

**(FOR Q-DATA USE ONLY)**

RA NO. \_\_\_\_\_

Credit Code: \_\_\_\_ / \_\_\_\_

Authorised Signature \_\_\_\_\_ (Sales Manager)

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