



### Credit Request Form

#### Customer / Invoice Details

<b>COMPANY NAME &amp; LEADER DEALER CODE:</b>	<b>DATE:</b>	<b>(RA# )</b>
Contact:	Tel No.:	Fax/Email No.:

#### Goods to be Credited

<div style="text-align: right;"><u>Reason for Credit</u></div> <input type="checkbox"/> Incorrectly Ordered (fee applies – stock must be returned within 7 days of invoice) <span style="float: right;"><input type="checkbox"/> Incorrect Goods Invoiced by sales person</span>						
Comment: .....						
#	Qty	Product Code	Invoice Number	Invoice Date	Condition & Serial no.	Credit Amount (ex tax)
1						
2						
3						
4						
5						
6						
7						
Less Handling Fee (min. \$10ex)						
Total						

#### Special conditions for credit return of goods – Customer to Note

- 1) 15% Restocking fee will apply, unless otherwise advised (min. re-stocking charge of \$10ex)
- 2) Clients canceling orders after goods have been collected/delivered will incur a handling fee. Such fee shall be at the sole discretion of Leader Computers.
- 3) Credits are not given to stock older than 7 days of invoice date due to high volatility of IT products.
- 4) **No credits will be given to stock which has been opened or is not in new condition. If company or pricing stickers are left on the product a restocking fee will be applied.**
- 5) If credit is approved, the value of credit will be at current market price if the cost of the item has fallen, not the original invoice price.
- 6) No software returns due to piracy issues.
- 7) No credits are to be given for any Microsoft product due to our direct agreement with Microsoft
- 8) No Credits will be processed on items which have been specially ordered.

**Restocking Fee Acknowledgement**

**I hereby acknowledge that I may be liable for a restocking fee if the request for credit is not covered under the above terms and conditions of the Leader Computers Credit Policy.**

Name \_\_\_\_\_ Date: / /

Signature \_\_\_\_\_

#### Leader Use Only

<b><u>Authorisation and Approval</u></b>	
<b>Credit request is approved:</b>	<b>YES      NO</b> <i>reason:</i>
<b>Restocking fee applied:</b>	<b>YES      NO</b>
Credit request approved by: _____	Date: _____
Credit Return Approval Number: _____	
<b><u>Status of goods: (must be filled out by Leader RA Dept)</u></b>	
(Confirmed by (RA Dept): _____ Date: / / )	
Goods to be put into: <b>Adelaide Warehouse</b> or <b>Warranty department</b>	