



# CREDIT REQUEST FORM

Date

Company

PO Number

Branch

Invoice Number

Address

Code	Description	Quantity	Serial (Pumps only)

Reason for return (Please tick box below and list reason for return)

Returns

Damaged goods

Other

**Credit request and returns process**

1. Fill in this form
2. Email the Credit Request Form + Invoice and/or purchase order to [credits@dilmwallace.co.nz](mailto:credits@dilmwallace.co.nz)
3. If goods are damaged, please attach photos of the damage to the email.

Once we have received the Credit Request Form, we will process it.  
DO NOT SEND RETURNS WITHOUT APPROVAL FROM THE CREDITS DEPT. - your credit request will not be processed or accepted.

OFFICE USE	APPROVED
Received by	Date