**Returns Authorisation Request Form**

To be completed by Sauermann Group

|  |  |
| --- | --- |
| Date: |  |
| Job number: |  |
| Return date: |  |
| SO number: |  |
| PO number: |  |
| Quote number: |  |
| Delivery note number: |  |

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|  |  |
| --- | --- |
| Company name: |  |
| Contact name: |  |
| Telephone number: |  |
| Email address: |  |
| Model number: |  |
| Serial number: |  |

|  |  |
| --- | --- |
| Head office address: | Delivery address: |
|  |  |

|  |  |
| --- | --- |
| Description of fault / additional information: | Repair / calibration? |
|  |  |

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| --- | --- | --- | --- | --- | --- |
| Payment details (please tick the correct box): | | | |  |  |
| Company account | Debit / credit card | Cheque / BACS transfer | Warranty | | |

Please return all completed forms to: service.uk@sauermanngroup.com

If you require a calibration, please advise whether you would like a standard or UKAS calibration. You may then ship the item to: Sauermann UK, Units 7 – 9, Trident Business Park, Amy Johnson Way, Blackpool, FY4 2RP.

Our standard Mainland carriage charge with insurance is £25.00 + VAT. Carriage quotations for Northern Ireland, Republic of Ireland, Highlands, Channel/Offshore Islands are available upon request. Please note that if a quotation is declined, an inspection charge of £40.00 + VAT is applicable. If you have any queries, please contact our team on 01253 349170.