

**Envitech Ltd**

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**\*\*\* RETURNS AUTHORISATION REQUEST\*\*\***

**TO:** **FROM: Paul Cameron**  
**COMPANY:** **DATE:**  
**FAX. No :**  
**PHONE No:**

To obtain a Returns Authorisation, please complete all pages of this form and fax or email a scanned copy to Envitech Ltd. Please then wait for Envitech to issue a Returns Authorisation Number before returning any equipment. Complete the De-Contamination certificate and mark the RA number clearly on the outside of the packaging, send to the address above.

By signing this request, you are accepting a minimum charge of £75 which, in the event of repairs not being carried out, will be charged as an inspection fee. (This does not apply to equipment accepted by Envitech as returned under warranty). Please **do not** send any items without a valid RA number as this can cause delays and difficulties in processing and tracking repairs.

**Request:**

I request a Returns Authorisation Number to return the following equipment to Envitech Ltd.

Item	Qty	Description & SERIAL NUMBER
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With the reported fault :

**Declaration:**

I, the undersigned, on behalf of the company named on this document above, hereby request Envitech Ltd to issue a Returns Authorisation Number for the item(s) listed. I undertake to take appropriate steps to ensure the items are clean and de-contaminated before returning them. I undertake to ensure that payment is made for work completed by Envitech Ltd., subject to quote. I understand that when faults are diagnosed, I will be quoted for the repair work. In the event this quote not being acceptable, I undertake to ensure that a purchase order for a minimum of £75 will be submitted to Envitech as payment for inspection fees.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

Please note that we reserve the right to refuse any/all items returned which have not been authorised in advance by us and/or any which do not have a valid Returns Authorisation Number.