

# Retourenschein



Formular QM-Dok. 8.2-006-EN Rev. 1.0

Return Form

## Return Address:

Hermann Paus Maschinenfabrik GmbH

– Retouren –

Siemensstraße 1-9

D-48488 Emsbüren

## Sender:

Company Name

Contact Person

Street

Zip-Code, City

Customer No.

Telephone

E-mail

Return Date

## Important Customer Information:

Paus will decide about its acceptance of returned parts upon review of the circumstances concerned. In case it agrees the return delivery, a service charge of 15% of the purchase price will be levied.

Please stamp your return shipment sufficiently. In the case of entitled complaints, we will refund your postal charges against proof (cost-effective return required), of course.

## Reason for returning the parts

01 Incorrect delivery

02 Warranty

03 Paid repair (cost to be born by client)

04 Other reason, e.g.: item not needed anymore  
(please provide details)

| Part No. | Part Designation | Q'ty | Reason |
|----------|------------------|------|--------|
|          |                  |      |        |
|          |                  |      |        |
|          |                  |      |        |
|          |                  |      |        |
|          |                  |      |        |
|          |                  |      |        |
|          |                  |      |        |
|          |                  |      |        |

## Detailed description of the defect / annotation:

## Goods received:

At (date)

Invoice

## Machine / vehicle data:

Serial No.

Type

Year of make

## How to proceed:

- ☐ Adjustment of the invoice
- ☐ Repair of the defective item
- ☐ Replacement of the goods
- ☐ Estimate of costs

Place and date

Signature and Company Stamp

## To be completed by Paus' Incoming Goods Department

Ware erhalten:

Datum:

Name:

Unterschrift: