

Goods Return Note

Purchase Order No: _____

Supplier: _____

Original Delivery Note No: _____

Date Goods Received: _____

Cost Centre | **Account Code** | **Job Code**

Charging Details: | |

Reason for Returning

Is this item going to be replaced? _____

Will it be replaced on the above order number? _____

Signed: _____ **Dated:** _____

Finance Office Use

Date of GRN: _____

GRN Number: _____

Signed: _____