



OrderWise Returns Standard Layouts (Normal Item)

Version 20.11

These are the standard Returns related layouts within OrderWise Business Management software. This is not an exhaustive list but are the typical layouts used within this area of the software. If you require different information to be displayed or have specific branding that is required for your layouts, you should discuss these requirements with your Business Consultant or Project Manager.

The examples included are:

- Customer Return Acknowledgement
- Customer Return Collection Note
- Customer Return Confirmation
- Customer Return Repair Note
- Returns Label
- Supplier Return Address Label
- Supplier Return Request

Your company logo and contact details will replace the Airbox details shown on these examples.

If you require different information or designs than the example included or require specific layout documents that are not included in these examples then please contact us to discuss this.

Air Box

Newton Court
123 Saxilby Road
Saxilby
Lincolnshire
LN1 2LR
01522345678
www.airbox.co.uk
contact@airbox.co.uk



Customer Name & Address

Builder's Mate
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

RETURN ACKNOWLEDGEMENT

FAO:	Fred Smith
Date:	24/08/2020
Your Acc No:	BMM261
Return Reference:	JBBMMRET
Taken By:	Joe Bloggs
Return Number:	16

Qty	Code	Description	Requested Action
1	FIRSTAIDKM	Medium British Standard First Aid Kit Original Order No.: 2883 Customer reported extensive damage to packaging	Repair
3	COFIREXR2	2kg Carbon Dioxide Fire Extinguisher Original Order No.: 2883	Repair

Return Notes

Packaging damaged beyond repair.

Air Box

Newton Court
123 Saxilby Road
Saxilby
Lincolnshire
LN1 2LR
01522345678
www.airbox.co.uk
contact@airbox.co.uk



Collection Address

Builder's Mate Merchants
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

RETURN COLLECTION NOTE

FAO:	Fred Smith
Date:	24/08/2020
Your Acc No:	BMM261
Return Reference:	JBBMMRET
Taken By:	Joe Bloggs
Return Number:	16

Qty to Collect	Code	Description	Collected
1	FIRSTAIDKM	Medium British Standard First Aid Kit Original Order No.: 2883	<input type="checkbox"/>
3	COFIREXR2	2kg Carbon Dioxide Fire Extinguisher Original Order No.: 2883	<input type="checkbox"/>

Return Collection Special Instructions

Please don't park in front of shutters. Parking spaces behind workshop available.

I confirm that the driver has received the above listed items for return to Air Box.

Signed: _____ Date: _____

Print Name: _____

Air Box

Newton Court
123 Saxilby Road
Saxilby
Lincolnshire
LN1 2LR
01522345678
www.airbox.co.uk
contact@airbox.co.uk



Customer Name & Address

Builder's Mate
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

RETURN CONFIRMATION

FAO:	Fred Smith
Date:	24/08/2020
Your Acc No:	BMM261
Return Reference:	JBBMMRET
Taken By:	Joe Bloggs
Return Number:	16

Qty	Code	Description	Action
1	FIRSTAIDKM	Medium British Standard First Aid Kit Original Order No.: 2883 Customer reported extensive damage to packaging	Repair
3	COFIREXR2	2kg Carbon Dioxide Fire Extinguisher Original Order No.: 2883	Repair

Return Notes

Packaging damaged beyond repair.

Air Box

Newton Court
123 Saxilby Road
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Lincolnshire
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01522345678
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contact@airbox.co.uk



Customer Name & Address

Builder's Mate
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

REPAIR NOTE

FAO:	Fred Smith
Date:	24/08/2020
Your Acc No:	BMM261
Return Reference:	JBBMMRET
Taken By:	Joe Bloggs
Return Number:	16

Qty	Code	Description	Action
1	FIRSTAIDKM	Medium British Standard First Aid Kit Original Order No.: 2883 Customer reported extensive damage to packaging	Unknown
3	COFIREXR2	2kg Carbon Dioxide Fire Extinguisher Original Order No.: 2883	Unknown

Return Notes

Packaging damaged beyond repair.

Send To:

Air Box

Newton Court

Saxilby Enterprise Park

Skellingthorpe Road

Lincoln

LN1 2LR

United Kingdom

Sender:

17 Southfields Road

BN21 1BU

Return No: 16

Acc No: BMM261

AG Oliver Ltd
131 Hawkins Road
Southsea
Hampshire
PO4 6SN
England

Return No.: 4

Air Box

Newton Court
123 Saxilby Road
Saxilby
Lincolnshire
LN1 2LR
01522345678
www.airbox.co.uk
contact@airbox.co.uk



Supplier Name & Address

AG Oliver Ltd
131 Hawkins Road
Southsea
Hampshire
PO4 6SN
England

RETURN REQUEST

FAO:	Bob
Date:	24/08/2020
Our Acc No:	AIRBOX
Return Reference:	JBRET156
Taken By:	Joe Bloggs
Return Number:	4

Qty	Code	Description	Requested Action
3	COFIREXR2	2kg Carbon Dioxide Fire Extinguisher	Replace
1	FIRSTAIDKM	Medium British Standard First Aid Kit	Replace

Return Notes

Packaging determined to be damaged from supplier.