

COVERING LETTER

Return consignment



Jos. Schneider Optische Werke GmbH
Service
Ringstraße 132
55543 Bad Kreuznach
GERMANY

Company _____
Surname, first name _____
Street _____
Zip code _____ City _____
Phone _____
Fax _____
E-Mail _____
Customer No. _____

Please treat this covering letter as follows:

- fill in,
- print out,
- sign,
- attach to the items for repair and
- send to above mentioned address.

Agreement with Mr Mrs _____ phone from _____ E-Mail _____

Please mark the reason for reconsignment with a cross:
 Return of loan Wrong item delivered Wrong item ordered

Reference (eg. delivery receipt no. / invoice no.): _____

Please list all goods to be returned here:	Item no.	Item description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Packing list for further more items attached to the parcel: yes

Date _____ Signature _____