



Amway Hong Kong Limited

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退出戶籍 / 退貨申請表 Termination of Distributorship/Returned Merchandise Authorization Form

編號
Serial No.

公司存本
Office Copy

填寫須知

- 1 本表格用於辦理退回安利啟業資料、損壞之產品，或因顧客不滿而需退回貨款或更換產品。
- 2 請以正楷填寫。如不填妥本表格各欄，本公司將不受理任何退款或更換產品。
- 3 安利啟業資料之退款將以自動轉賬形式退回。而其他產品，在正常情況下，本公司會將退還款項以電子現金券形式發放到閣下戶籍。

Instructions:

- 1 This form is to be used for returning Starter Kit, or merchandise found to have manufacturing defects, or items returned by customers who were dissatisfied and to whom you gave a refund or replacement.
- 2 Please fill out this form in **BLOCK LETTERS**. A refund or replacement will not be made unless all sections of this form have been completed.
- 3 The refund of Starter Kit will be autopaid to the bank account number you indicate. Other product refund will be in Cash e-Coupon and issued to the Distributorship / PC Membership.

請填妥下列資料，並填寫甲、乙其中適合的一欄。

Please provide the following information and then fill in the appropriate section.

直銷商 / 優惠顧客姓名
Distributor / PC Name _____

直銷商 / 優惠顧客編號
A.D.A. / PC No. _____

日間聯絡電話號碼
Daytime Contact Tel. No. _____

甲部 Section A

本人為香港 / 澳門直銷商[#]，現欲結束直銷業務，並退回安利啟業資料。安利將退回參加費用，以自動轉賬存入香港直銷商之銀行戶口；以支票退回予澳門直銷商。

I as a Hong Kong/Macau[#] Distributor would like to terminate my Amway Distributorship and return my Starter Kit. Amway will refund through autopayment to Hong Kong Distributor and by cheque to Macau Distributor respectively.

本人 / 吾等之銀行及分行之名稱 My/Our Bank Name and Branch		
本人 / 吾等在結單 / 存摺上所紀錄之名稱 My/Our name as recorded on Statement/Passbook		
銀行編號 Bank No.	分行編號 Branch No.	本人 / 吾等之賬戶號碼 My/Our Account No.

乙部 Section B

本人欲退回下列產品 I would like to return the following product(s):

公司專用 Office Use Only	03	04	06	28
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數量 Quantity	貨品編號 Stock No.	貨品名稱 Description	付款日期 Paid Date (日DD/月MM/年YY)	退貨原因 代表符號 Reason Code	備註 Note	積分額 Point Value	售貨額 Business Volume	直銷商價目 Distributor Price

本人已細閱填表需知，並證實上述一切資料正確無誤。

I have read the instructions carefully and hereby certify that the above information is truthful and correct.

退貨人 / 直銷商簽署[#] _____ 日期 _____
Owner / Distributor's Signature[#] _____ Date _____

公司專用 Office Use	有否使用贈券？ Coupon?	是 Yes	否 No	扣除贈券面額 Coupon value to be deducted
	需扣除手續費？ Handling fee to be charged?	是 Yes	否 No	扣除手續費用 Less: Handling charges
	以信用卡付款？ Credit Card Payment?	是 Yes	否 No	退款總額 Amount to be refunded

退貨原因代表符號	Reason Code for Return
A 品質變壞 / 包裝損壞	A Defective Products / Damaged Package
B 錯誤訂貨	B Wrong Order
C 存貨過多	C Overstocked
D 顧客不滿 [*]	D Customers Dissatisfaction [*]
E 退出戶籍	E Termination of Distributorship

* 如直銷商代顧客退貨，請填寫此欄 If the user is not an Amway Distributor, please fill in this column.

顧客姓名
Customer Name _____

顧客地址
Customer Address _____

顧客日間聯絡電話
Customer Telephone No. _____

[#] 請刪去其中一項 Delete one of the two items.

公司專用 Office Use

購貨中心經手人 Processed by Centre Staff _____	日期 Date _____	儲運部經手人 Processed by Distribution Staff _____	日期 Date _____
中心主管批核 Checked by Centre Supervisor _____	日期 Date _____	儲運部主管批核 Checked by Distribution Supervisor _____	日期 Date _____