

370181 – 79<sup>th</sup> St. E Okotoks, AB T1S 2A2 Main Phone: (403) 938-1242

Main Fax: (403)938-5338

## Return of Goods Policy

In a continuing effort to provide our clients with quality pharmaceutical products, please be advised that the Returns Policy effective Sept 1, 2010 is as follows:

- 1. All goods being returned must have prior authorization from the SAVS Office and require a customer completed Returned Goods Request Form (RGRF) to accompany all returns.
- 2. RFID tags will not be accepted for return unless an error was made by SAVS.
- 3. Vaccines will not be accepted unless the following conditions apply:
  - a) Product(s) were damaged or defective prior to receipt
  - b) Incorrect product(s) were shipped by SAVS. If vaccines are shipped in error, notification must be given to SAVS within 24 hours and correct storage and shipping procedures must be followed.
- 4. In case of goods being returned without prior authorization, SAVS reserves the right to dispose of the goods and assign no credit. (A disposal fee may be applied.)
- 5. SAVS must be notified of all damaged, defective, or incorrect shipments within 24 hours of receipt.
- 6. The credit for returned goods will range from 0% to 100% dependant upon the expiration date, date of purchase, and any special conditions of sale. Returned products will be inspected upon arrival at SAVS. A further deduction to credit will be made for product and/or packaging that is not returned in original condition.
- 7. Goods assigned a credit value of \$0.00 may be returned to SAVS for disposal. (A disposal fee to be applied).
- 8. A restocking fee will be applied to all returned items at a rate of 25% up to a maximum of \$50 except when an error in order or delivery process has occurred.

Please Note: Any freight charges associated with returned goods will be the responsibility of the customer. Product must be returned to SAVS within 14 days of receiving a credit authorization. All product received past this date may mean the terms are null and void.

## **PROCEDURE:**

- 1. Customer completes and e-mails or faxes a RGRF to SAVS.
- 2. SAVS determines credit value of requested returns and e-mails or faxes RGRF back to customer.
- 3. Customer returns product(s) and RGRF to SAVS within appropriate timeline.
- 4. Applicable credit is posted to the customer's account.