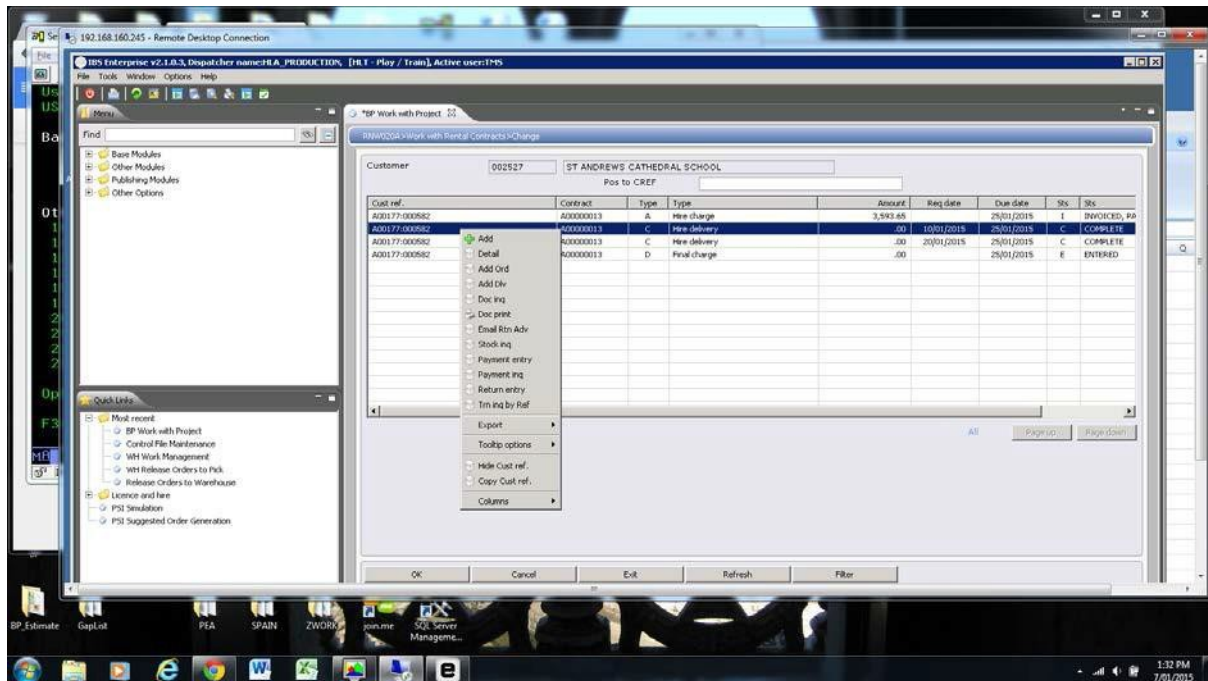


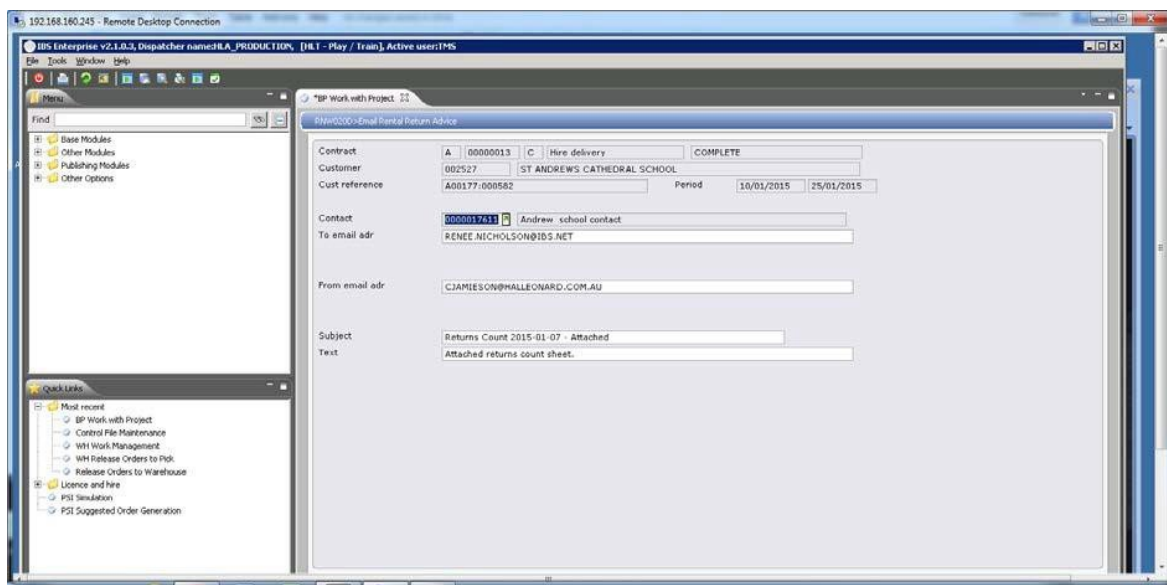
4. Returns Creation

When the dates are right for returns advice, the details are e-mails to the clients warehouse contact. The option may be triggered from the rental contract as shown below. The option E-mail return Advice from the 'A' document would trigger the return document for the entire lot (i.e. for the 'A' document and the rest of the 'C' documents) i.e. for all returns. If the return option is initiated from the 'C' document, then the returns associated for that document only is selected.

4.1 Generate Returns Advise – Stock Ready to Receive



4.2 See Returns Advise Word doc & Email (record state good/damage)



Rental Contract	Customer Reference	Rented Warehouse	Run Date/Time	Item	Item Description	Stock On hand	Good Qty	Damaged Qty	Component Description
A 00000013	A00177000502	0106	2015-01-07 13:32	MLH0102	ANNIE BASS	1	0	0	
				MLH0103	ANNIE CELLO	1	0	0	
				MLH0104	ANNIE GUITAR/BANJO	1	0	0	
				MLH0105	ANNIE LIBRETTO/VOCAL BOOK	20	0	0	
				MLH0107	ANNIE PIANO/CONDUCTOR ST	2	0	0	
				MLH0109	ANNIE PERCUSSION I & II	1	0	0	
				MLH0110	ANNIE DRUMS	1	0	0	
				MLH0111	**ANNIE REED I (FLUTE, ALTC	1	0	0	
				MLH0112	**ANNIE REED II (BARITONE	1	0	0	
				MLH0113	ANNIE REED III (CLARINET, TET	1	0	0	
				MLH0114	ANNIE REED IV (PICCOLO, FLU	1	0	0	
				MLH0115	ANNIE REED V (FLUTE, CLARIN	1	0	0	
				MLH0117	ANNIE TROMBONE I	1	0	0	
				MLH0118	ANNIE TROMBONE II	1	0	0	
				MLH0119	ANNIE TRUMPET I & II	1	0	0	
				MLH0120	ANNIE TUBA	1	0	0	
				MLH0123	ANNIE VIOLIN	1	0	0	
				MLH0892	ANNIE KEYBOARD II	1	0	0	

The above is the attachment sent to the W/H person to fill and return with the stock to be returned.

4.3 Process to Record Cleaning

Using the returned goods, the operator would check the goods and report the state of the goods and time spent in the cleaning process. (Refer to point 6 for the process in detail).