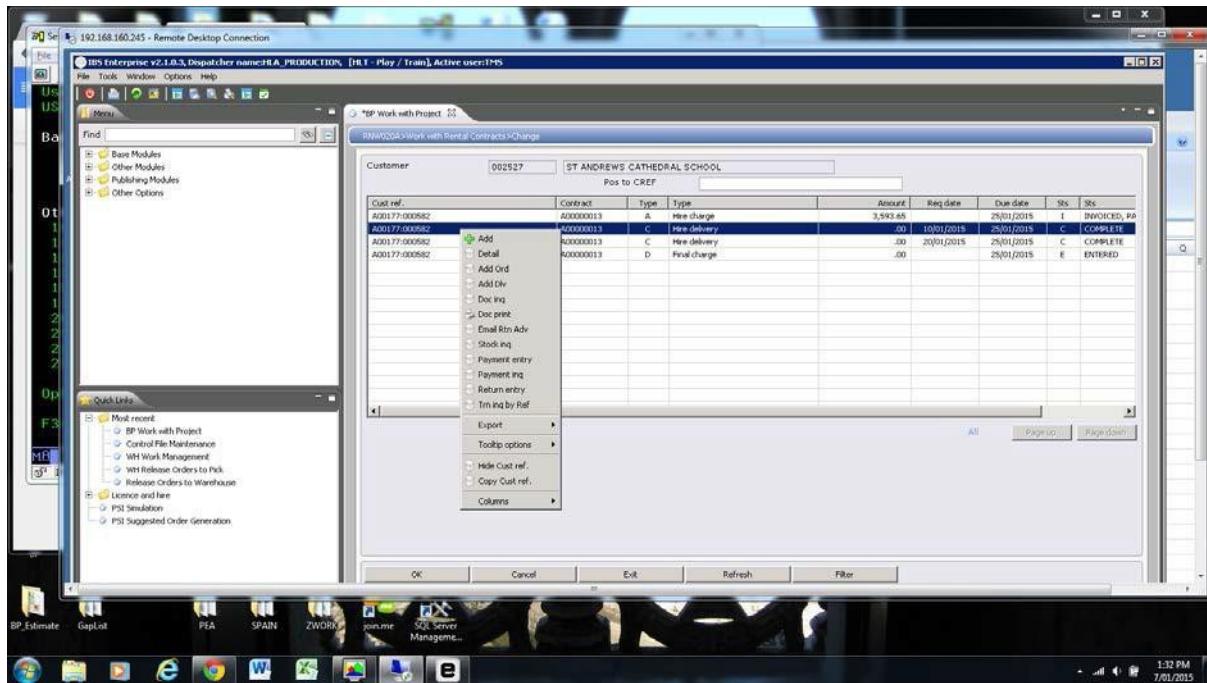


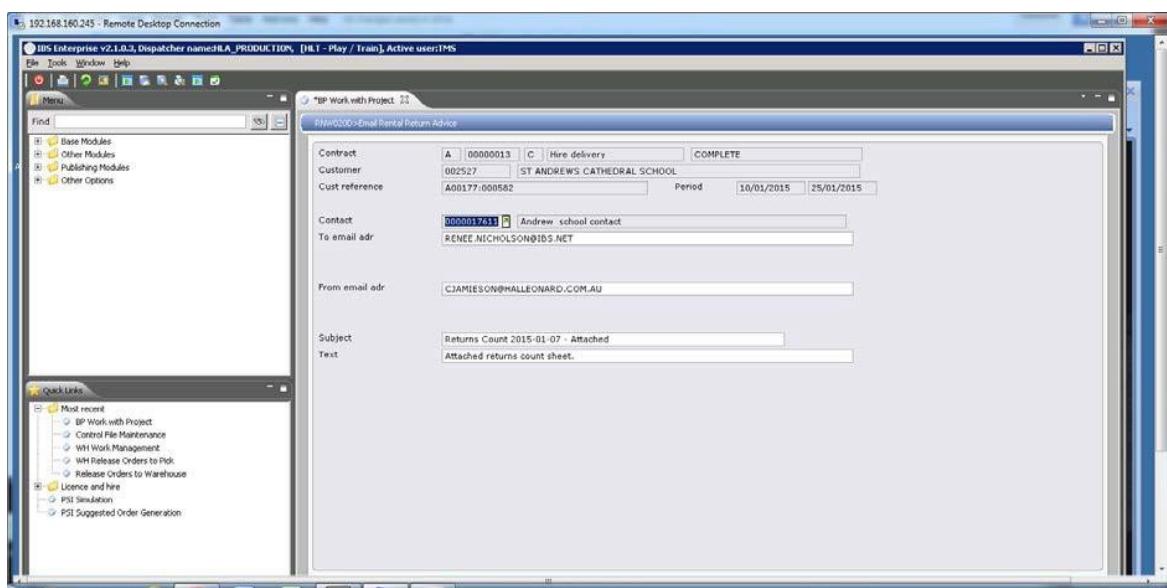
4. Returns Creation

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)



STOCK TO RETURN										
Rental Contract	Customer Reference	Rented Warehouse	Date/Time	Item Description	Stock On hand	Good Qty	Damaged Qty	Component Item	Description	Qty
A 00000013	A00177-000502	0106	2015-01-07 13:32:	MLH8102 ANNIE BASS	0	0	0			0
				MLH8103 ANNIE CELLO	1	0	0			0
				MLH8104 ANNIE GUITAR/BANJO	1	0	0			0
				MLH8105 ANNIE LIBRETTO/VOCAL BOOK	20	0	0			0
				MLH8107 ANNIE PIANO/CONDUCTOR'S	2	0	0			0
				MLH8109 ANNIE PERCUSSION I & II	1	0	0			0
				MLH8110 ANNIE DRUMS	1	0	0			0
				MLH8111 *?ANNIE REED I (FLUTE, ALTC	1	0	0			0
				MLH8112 *?ANNIE REED II (BARITONE	1	0	0			0
				MLH8113 ANNIE REED III (CLARINET, TEF	1	0	0			0
				MLH8114 ANNIE REED IV (PICCOLO, FLU	1	0	0			0
				MLH8115 ANNIE REED V (FLUTE, CLARIN	1	0	0			0
				MLH8117 ANNIE TROMBONE I	1	0	0			0
				MLH8118 ANNIE TROMBONE II	1	0	0			0
				MLH8119 ANNIE TRUMPET I & II	1	0	0			0
				MLH8120 ANNIE TUBA	1	0	0			0
				MLH8123 ANNIE VIOLIN	1	0	0			0
				MLH892 ANNIE KEYBOARD II	1	0	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).