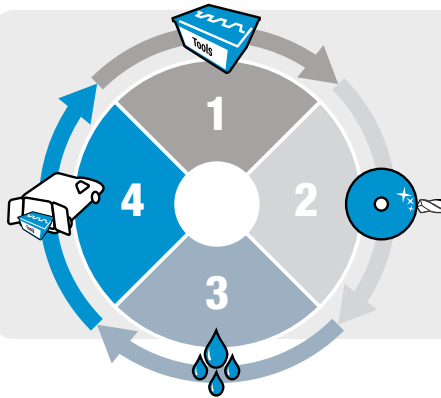


TOOLS SERVICING RETURN PROCEDURE



Tool Regrinding Procedure

1. Inspect & Quote

Old tools picked up

3. Recoat

To extend the life of the tool

2. Regrind

Tools sharpened

4. Delivery

Brought back to the customer

Please follow the below procedure to ensure a fast and reliable return of your tools to Sutton Tools for re-servicing.

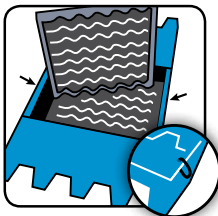
Step 1

REQUEST FORM
Name: _____
Address: _____
Order no: _____

Tool Resharpener Request Form

Complete the form listing each different tool.

Step 2



Packing

Foam will be provided to help protect tools during transport. Ensure free space is adequately padded to minimise tool movement. With 2 cable ties secure lid on either side, cutting off any excess remainder if any.

Step 3



Email or Phone to arrange a pickup of your tools

E: regrind@sutton.com.au | T: 03 9466 3315 | Please provide these details

- Company Name
 - Contact Name
 - Phone Number
 - Fax Number
 - Pick-up address
 - Email Address
 - Order Number
 - Consignment Weight*
- *Note - Maximum of 10Kg per container

Step 4



Consignment Note

Once booked you will be sent a Consignment Note (C/N) either by email or fax. Fold in half (to A5 size) and affix to the side of the box, securely adhering with tape along each edge.

Step 5



Track and Trace

You will now be able to track and trace your consignment on its return to Sutton's via the **Australian Air Express** website referencing the C/N number.

<https://trackandtrace.aae.com.au/>