



THIS IS NOT A RETURN GOODS AUTHORIZATION
DO NOT USE AS PACKING SLIP

RETURN GOODS REQUEST FORM

COMPANY NAME					YOUR NAME	PHONE NUMBER
ADDRESS					CITY	
STATE	ZIP	CUSTOMER PO#	FAX NUMBER		CUSTOMER#	

RETURN CODE	REASON FOR MATERIAL BEING RETURNED
A	PARTS NOT WITHIN WARRANTY PERIOD - RETURNED FOR EXCHANGE (REPAIR & RETURN) *
B	PARTS NOT WITHIN WARRANTY - RETURNED FOR CORE CREDIT**
C	WARRANTY RETURN FOR CREDIT - MUST INCLUDE MFG WARRANTY PAPERWORK AND RGA**
D	WARRANTY RETURN FOR REPLACEMENT - MUST INCLUDE MFG WARRANTY PAPERWORK AND RGA
E	PARTS ORDERED IN ERROR - RESTOCKING AND RETURN FREIGHT APPLICABLE**
F	PARTS SHIPPED IN ERROR **
G	EXCESS PARTS STOCK RETURN - RESTOCKING CHARGE MAY APPLY **
H	OTHER - RESTOCKING CHARGE MAY APPLY**

* R&R - REPLACEMENTS ARE PROCESSED IMMEDIATELY. CREDIT TO BE ISSUED UP RECEIPT OF EXCHANGE PART
 * NO RGA NEEDED FOR REPAIR & RETURN
 ** ORIGINAL INVOICE NUMBER REQUIRED FOR PROPER & TIMELY CREDIT TO BE ISSUED
 *** ALL WARRANTY NOZZLES MUST BE LISTED WITH SERIAL NUMBER AND/OR DATE CODES

LINE	RETURN CODE	QUANTITY SHIPPED	PART#	DESCRIPTION SERIAL NUMBER OR DATE CODES***	ORIGINAL INVOICE#
1					
2					
3					
4					
5					
6					

ADDITIONAL INFORMATION (I.E., CAUSE OF FAILURE, REPLACEMENT SERIAL #'S, ETC)

SEND MY REPLACEMENTS TO:

COMPANY NAME	
ADDRESS	
CITY, STATE, ZIP	

INSTRUCTIONS:

- A: FILL OUT ALL SECTIONS PERTAINING TO YOUR RETURN
- B: FAX OR EMAIL THIS FORM TO STEPHANIE CONNOLLY (SEE INFO BELOW)
- C: A NUMBERED RETURN GOODS AUTHORIZATION WILL BE FAXED OR EMAILED TO YOU

STEPHANIE CONNOLLY:	Phone: 800-765-2080 x 2610	Fax: 847-364-1788	E-mail: returns@sourcena.com
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