

RETURN GOODS REQUEST FORM

THIS IS NOT A RETURN GOOD AUTHORIZAION – DO NOT USE AS PACKING SLIP

EMAIL COMPLETED FORM TO returns@sourcena.com or FAX TO (224) 324-3230

A NUMBERED RETURN GOODS AUTHORIZATION WILL BE EMAILED OR FAXED TO THE CONTACT BELOW

COMPANY NAME _____	CONTACT NAME _____
CUSTOMER PO # _____	PHONE # _____
EMAIL ADDRESS _____	FAX # _____

RETURN CODE	REASON FOR ITEMS BEING RETURNED
A	ITEMS NOT WITHIN WARRANTY PERIOD – RETURNED FOR EXCHANGE (REPAIR & RETURN) *
B	ITEMS 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	ITEMS ORDERED IN ERROR – RESTOCKING AND RETURN FREIGHT APPLICABLE **
F	ITEMS 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 UPON RECEIPT OF EXCHANGE PART
NO RGA NEEDED FOR REPAIR & RETURN
- ** ORIGINAL INVOICE NUMBER REQUIRED FOR PROPER & TIMELY CREDIT TO BE ISSUED
- *** ALL WARANTY NOZZLES MUST BE LISTED WITH SERIAL NUMBER AND/OR DATE CODES

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

ADDITIONAL INFORMATION (i.e., CAUSE OF FAILURE, REPLACEMENT SERIAL #'S, ETC.)

SEND ITEMS FOR EXCHANGE TO:

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____