



14447 Griffith Street San Leandro Ca 94577

Phone 510-483-5000 (Fax) 510-614-8170

RETURN GOODS REQUEST FORM

INCOMPLETE INFORMATION MAY DELAY THE PROCESS OF THE RGA REQUEST

Company Name: _____

Date _____

Contact Name: _____

Phone # _____

Email: _____

Fax # _____

Invoice # _____

P.O.# _____

the unit was purchased under

Only the products listed below will be accepted as authorized for return, they must be unused and in original packaging for full credit. Materials listed must be returned **within 10 days of authorization.**

Will not accept any returns after 90 days of the original purchase date.

Reason for Return

CREDIT

DEFECTIVE

REPAIR

REPL'D ORDER

NO

YES

Description of issue for products being returned:

BE SPECIFIC: DO NOT USE -BROKEN, DOES NOT WORK OR DEFECTIVE, INOP

ALL Items CAT-ACSI & SDC Are At the Factory Discretion to Repair and Return with NO Credit issued

| SKU CODE # | Item Description | Qty | Restock % |
|------------|------------------|-----|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

All goods received by Access Hardware Supply are property of customer until credit is issued.

RGA Approval (AHS USE ONLY)

Issued by: NH

RGA Expires: _____

RGA # _____

Rep S/O # _____

MARK CARTON WITH RGA# & INCLUDE RGA FORM WITH PRODUCT

email request form to Nancy, nharrison@accesshardware.com