

# RGa REQUEST FORM

ALL RETURNED GOODS are subject to inspection upon arrival before credit is given.



All information must be provided below and emailed to appropriate ENGINEERED SALES:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Bill to Address: \_\_\_\_\_

Ship to Address: \_\_\_\_\_

Original Sales Order#: \_\_\_\_\_ Customer PO#: \_\_\_\_\_ Account#: \_\_\_\_\_

- Reason Codes for Return:**
- |                             |   |
|-----------------------------|---|
| 1 - Ordered incorrect item  | 4 - Received incorrect quantity                           |
| 2 - Received incorrect item | 5 - Defective/damaged new item (comments required)        |
| 3 - No longer needed item   | 6 - Other, including repair/refurbish (comments required) |

Return Code	Quantity	Part Number	Comments

**Additional Comments:**

Email this request form (or at least the same information) to: [returns@engineeredsales.com](mailto:returns@engineeredsales.com).

<b>St. Louis, MO</b> 18 Progress Parkway Maryland Heights, MO 63043 Phone: (314) 878-4500	<b>Kansas City, MO</b> 1226 Swift Ave. North Kansas City, MO 64116 Phone: (816) 421-1240	<b>Indiana</b> 2502 Beech St, Suite 20 Valparaiso, In 46383 Phone: (219) 464 3269	<b>Illinois</b> 101 Ambrogio Dr., Unit I Gurnee, IL 60031 Phone: (847) 662-0710
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**THIS SECTION TO BE COMPLETED BY ENGINEERED SALES:**

RGa#: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_

Restocking charge: \_\_\_\_\_ FREIGHT CREDIT:  Yes or  No

SEND ISSUED RGA BACK PREPAID. INCLUDE THIS FORM AND ORIGINAL PACKING SLIP OR INVOICE TO THIS ADDRESS:

\*\*\*AUTHORIZED RGAs ARE GOOD FOR ONLY 30 DAYS FROM ISSUED DATE\*\*\*

**Cancellations and Returns:** Buyer may cancel an order by mutual agreement based upon payment to Engineered Sales of reasonable and proper cancellation charges. Goods shall not be returned by Buyer without Engineered Sales' prior written authorization and payment by Buyer of a reasonable proper cancellation fee or minimum restocking charge of 15%, whichever may apply. **Special order** items are **NOT** subject to return.\* No returns shall be accepted following **60 days** after delivery.

*\*Special Orders - Built units, Factory special orders and Ported/Doweled/Machined parts.*