

# RGa REQUEST FORM

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



All information must be provided below and faxed 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 - Customer Order Error    | 4 - Order Entry Error   |
| 2 - Shipping/Picking Error  | 5 - No Longer Required  |
| 3 - Customer Canceled Order | 6 - Other <b>(Must include a comment if using this code.)</b> |

Return Code	Quantity	Part Number	Comments

**Additional Comments:**

**FAX to:**

<b>MISSOURI - MAIN OFFICE</b> 18 Progress Parkway Maryland Heights, MO 63043 Phone: (314) 878-4500 Fax: (314) 878-702	<b>MISSOURI</b> 1226 Swift Ave. North Kansas City, MO 64116 Phone: (816) 421-1240 Fax: (816) 421-4153	<b>ARKANSAS</b> 8100 Industry Drive North Little Rock, AR 72117 Phone: (501) 955-0643 Fax: (501) 955-0641	<b>ILLINOIS</b> 101 Ambrogio Dr., Unit 1 Gurnee, IL 60031 Phone: (847) 662-0710 Fax: (847) 662-0883
---	---	---	---

**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 RGA'S ARE GOOD FOR ONLY 30 DAYS FROM ISSUED DATE\*\*\*

**Cancellations and Returns:** Buyer may cancel an order by mutual agreement based upon payment to Spencer of reasonable and proper cancellation charges. Goods shall not be returned by Buyer without Spencer's 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.**