

RG A # _____

Request for RGA (Return Goods Authorization) Form

In the event of any questions or problems with your order, or if the product received is defective or damaged or under a machine warranty, please fill out this form completely and accurately and fax it to the attention of parts at 860.526.2747 within 10 days of receipt.

If you wish to contact us, our Parts Department can be reached at 860.526.9561 ext. 243 or via email at spareparts@gbr.com.

Date of Purchase: _____ Invoice #: _____ Original PO#: _____

Company name: _____ Contact: _____

Address1: _____ Address2: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Fax number: _____ Cell number: _____

email address: _____

Product model: _____ Serial number: _____

Date of purchase and installed date:

Product part #:	Description:	Reason for Return:	Qty:

RG A # is valid for 10 days after date of issuance

RG A # must be labeled on the outside of the package

Any product or Packages without RGA # may be refused

Place a copy of this form on the inside of the package

High value return must be insured. Sender must prepay postage

Return to stock issues for credit must be original items received and returned in good condition for restocking.

Restock charge of 20% applies for return of incorrect quantity or item ordered.

By signing below, customer understands and agrees with the terms and policy as stated in this form

Signature: _____ Date: _____