



## RETURN GOODS AUTHORIZATION (RGA) FORM

You may request to return your product as long as it's unused and in original packaging. All returns require a Return Goods Authorization (RGA) number. Please allow 2-7 business days for processing.

Clearance and Special Order items are non-returnable. Customers are responsible for shipping costs unless the product is defective or an error has occurred when filling the order. If your order shipped pre-paid your return will be processed with a shipping charge.

### STANDARD RETURN POLICY

- Return for refund within: 30 days

### BUSINESS RETURN POLICY

- Return for credit within: consideration up to 1 year

### CONTACT INFORMATION

Contact Name:		Date:
Company:	Phone:	Fax:

### RETURNS

Order Number	Part Number	Qty	Reason

### INSTRUCTIONS

- Check contents if opened and ensure that nothing is missing.
- Carefully prepare packages for shipping.
- Include the authorization number with the return, but do not write on packaging.
- Ship items prepaid to the address below, unless otherwise specified.
- Shipping insurance is highly recommended, as damaged products won't receive credit/refund.