Phone: (800) 333-9125
Fax: (800) 458-2818

Return Goods Authorization

RGA# _____

Date Issued: _____ or by: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

Phone: _____ Fax: _____

Return Goods Procedure Directions:

Please complete this form and fax it to SUPCO at (800) 458-2818. Upon review and approval, you will be notified via fax, email or telephone of the appropriate action:

1. For Field Scrap & Credit Items - You will be informed of the Credit amount and RGA number (for your reference). No need to return any product to SUPCO.

2. For Repair/Replace/Return Items (both in Warranty and out of Warranty) - Place a copy of the completed Return Goods Authorization (RGA) form (make sure RGA# is on form) and a copy of the original invoice for the items you are returning. Be sure to write the RGA# on top of the package you are returning. The package must be sent prepaid. Product (s) are subject to inspection.

Return Policy:

SUPCO (is not) responsible for return freight. All pre-approved returns must have the RGA printed on the outside of the package or it will be returned to you. No credit will be authorized on the following claims:

- Returns out of warranty (expired or void)
- Returns without proper authorization number
- Invalid or non current part number
- Special order items
- Non-SUPCO items-products manufactured by others

Credit or exchange will be issued upon SUPCO inspection and approval.

All returns must be shipped freight prepaid. SUPCO reserves the right of final approval on all returns. For information on warranty periods, please consult your owner's manual.

Please return item(s) with RGA number marked on the outside of the box to the address listed below.

Sealed Unit Parts Co., Inc.
P.O. Box 21, 2230 Landmark Place
Allenwood, NJ 08720
USA

Customer Ref.# _____ **Orig. PO#** _____

Return Description				
QTY.	P/N	S/N	REASON FOR RETURN	INSTALL DATE

FOR OFFICE USE ONLY					
CREDIT/REPAIR CHARGE (if applicable)	FIELD SCRAP	CREDIT	REPLACE	REPAIR	RETURN
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐

Cleaning oil from a Vacuum Gauge is routine maintenance and will result in a labor charge of $20 for this service.

RGA# must be marked on the outside of the shipping carton.

Rev .08/28/2009