



# ELCO Lighting

The Best Choice in Lighting

## Return Goods Authorization

Tel: (323) 231-2600

FAX: (323) 232-6808

**ISSUED TO:**

CUSTOMER # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

**RGA NUMBER** \_\_\_\_\_

DATE \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

|    | QTY | ITEM # | INVOICE OR P.O. # | DATE | COST | TOTAL | CODE | ELCO USE |
|----|-----|--------|-------------------|------|------|-------|------|----------|
| 1  |     |        |                   |      |      |       |      |          |
| 2  |     |        |                   |      |      |       |      |          |
| 3  |     |        |                   |      |      |       |      |          |
| 4  |     |        |                   |      |      |       |      |          |
| 5  |     |        |                   |      |      |       |      |          |
| 6  |     |        |                   |      |      |       |      |          |
| 7  |     |        |                   |      |      |       |      |          |
| 8  |     |        |                   |      |      |       |      |          |
| 9  |     |        |                   |      |      |       |      |          |
| 10 |     |        |                   |      |      |       |      |          |
| 11 |     |        |                   |      |      |       |      |          |
| 12 |     |        |                   |      |      |       |      |          |
| 13 |     |        |                   |      |      |       |      |          |
| 14 |     |        |                   |      |      |       |      |          |

|  |                    |  |  |
|--|--------------------|--|--|
| <b>THIS IS NOT A CREDIT NOTE! PLEASE DO NOT DEDUCT</b> | <b>SUBTOTAL</b>    |  |  |
|  | <b>OTHER PAGES</b> |  |  |
|  | <b>30% RESTOCK</b> |  |  |
|  | <b>SHIPPING</b>    |  |  |
|  | <b>TOTAL</b>       |  |  |

For office use only

**IF A REPLACEMENT IS NEEDED, PLEASE FAX IN A NEW P.O.**

1) DEFECTIVE 2) RECEIVED WRONG 3) ORDERED WRONG 4) CUSTOMER CANCELLED 5) OVERSTOCK 6) MISC

**TERMS AND CONDITIONS**

1. NO MATERIAL MAY BE RETURNED WITHOUT AN RGA# INVOICE# OR PURCHASE ORDER#.
2. ALL MERCHANDISE WILL BE SUBJECT TO OUR FACTORY INSPECTION.
3. MERCHANDISE MUST BE RETURNED IN ITS ORIGINAL PACKAGING.
4. NO MATERIAL OTHER THAN STATED ABOVE WILL BE CREDITED OR ACCEPTED.
5. THIS RETURN GOODS AUTHORIZATION (R.G.A.) EXPIRES 30 DAYS FROM THE DATE OF ISSUE.
6. MATERIAL WILL NOT BE ACCEPTED FOR RETURN AFTER 6 MONTHS FROM INVOICE DATE.

**ELCO AUTHORIZATION:** \_\_\_\_\_