

CAS#



A pump company since 1958

RETURN GOODS AUTHORIZATION FORM

(This form is for **CREDIT** purposes only)

Please check one: Credit on Porcelain (china) Credit on Accessories Credit on Cancelled Orders

* Company Name:

* Contact Name:

Address:

City:

State:

Zip:

Phone:

Fax:

* Email:

Debit Memo:

Sales Rep:

* Original PO#:

* Purchase Date (from PO):

Invoice#:

* End User's Purchase Date (from receipt):

Qty.	Item Number	Item Description	Reason for Return / Credit

Notes:

INSTRUCTIONS

1) Email or Fax completed form to:

Email: rga@saniflo.com

Fax: 732.225.6072

2) Please complete **ALL** fields as requested and make sure to include a **copy of the customer's receipt** along with the **original PO number**.

(Note: This process will be delayed if the proper paperwork is not submitted or if there is missing information.)

3) After the completed form is submitted, it should take us **2-3 business days to assign a CAS number and 5-10 business days to issue credit**. You will receive notifications and the credit invoice in your email (if provided).

4) **For returned/cancelled orders, a 25% restocking fee will be applied**. Once you are assigned a CAS number, the item(s) needs to be returned prepaid referencing the CAS number. Once inspected, credit will be issued accordingly.

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