



Tel : 310-327-7711
 Fax : 310-667-4335
 E-mail : info@utopialightingus.com
 17891 Arenth Ave. City of Industry, CA 91748

RETURN GOODS AUTHORIZATION REQUEST

CUSTOMER INFORMATION

Company Name : _____

Contact Person : _____ Tel : _____

Customer P.O. # : _____ Invoice # : _____

REASON FOR RETURN

- | | |
|---|--|
| <input type="checkbox"/> Customer's ordering error : may be subject to re-stocking fee.
<input type="checkbox"/> Quoted wrong item by customer service.
<input type="checkbox"/> Wrong item shipped.
<input type="checkbox"/> Defective item return. | <input type="checkbox"/> Damaged item.
<input type="checkbox"/> Overstock : may be subject to re-stocking fee.
<input type="checkbox"/> Job Cancelled : may be subject to re-stocking fee.
<input type="checkbox"/> Defective part(s) replacement request |
|---|--|

Other (Please specify) : _____

QTY	Part Number	Price/ea	Amount
Restocking Fee : _____ %			
TOTAL			

Company Name : _____

Contact Person : _____ Tel : _____

Ship to Address (Replacement) : _____

To be filled out completely by customer and email to rga@utopialightingus.com or fax back to (310) 667-4335.
 Item(s) must be returned within 45 days of RGA issuance.
 (Please do not return goods until Utopia Lighting has issued RGA #. Unauthorized returns are subject to refusal by our Receiving Department.
 If the original invoice # is not provided, credit for returned items will be issued at the lowest purchased price within the last calendar year. Restocking charges may apply.)

CREDIT MEMO WILL BE PROCESSED UPON COMPLETION OF FULL INSPECTION ON RETURNED ITEMS.
 THANK YOU.