

CURREY & COMPANY Y

RETURN AUTHORIZATION REQUEST FORM

DATE:

CUSTOMER INFORMATION:

Account Number:

Contact:

Company Name:

E-Mail:

Phone:

PRODUCT DETAILS:

Item Number(s):

Quantity:

PO Number:

Sales Order Number:

Invoice Number:

DESCRIPTION / RETURN DETAILS:

Please select best option that describes the issue from drop down below:

In your own words, please explain the issue below:

REQUESTED ACTION / RETURN TYPE:

Return for Credit Only

Pickup Address for Item:

Replacement / New Item (complete below)

Confirm Address for Replacement:

Contact / Phone Number:

Please note: If replacement is warranted, defective merchandise may be returned per Currey's authorization. Please return as instructed by Customer Service. * Failure to return merchandise may result in a past due balance on your account. *****

RETURN PROCESS:

Please submit authorization form to your designated Account Executive in Customer Service. Photographs will be required to validate a damage claim and determine best course of action. Your Account Executive will issue a RMA number after claim has been processed.

Unauthorized returns will not be accepted. Merchandise must be returned in original packaging, unless otherwise notated in writing.

Merchandise authorized to be returned that is not defective will be charged to a 25% restocking fee and return freight. If merchandise is found with no identifiable issue, Currey reserves the right to charge restocking, rewiring fees, and return freight at our discretion. All merchandise returned under electrical code will be fully inspected upon receipt, restocking fees and return freight may apply for items found without defect.

Never install damaged merchandise. If information is not completed on this form it will cause a delay in processing time. Merchandise should be returned to Currey corporate address provided on this form below. By submitting this form, your company agrees to the above terms and conditions of the Return Process.

CURREY & COMPANY

RETURN PACKING LIST

THANK YOU FOR YOUR RETURN REQUEST

Please complete the below, detach and secure this form to the outside of your return package(s).

Return Authorization Number:

Item Number(s):

Sales Order Number:

Invoice Number:

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