



# RGa REQUEST FORM

RGa NUMBER:

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*Customer Name:	*Customer Contact:	*J&F Sales Order #:	*J&F Invoice #:
Address:	State:	Ship to Address:	Ship to State:
City:	Zip:	Ship to City:	Ship to Zip:
*Phone: ( )	*Email Address:		

*Request For: Credit Return   CORE Return   Warranty Repair/Replacement   Non Warranty Repair/Replacement   Excess Parts Return   Other							
ITEM	*RETURN QTY	*MFG. PART NO.	PART DESCRIPTION	*REASON FOR RETURN	*SERIAL NUMBER	*INVOICE# if diff. fr/above	INSTALL DATE

**PLEASE SHIP PREPAID TO: J&F Distribution Center, 7476 Webster Street, Dayton, OH, 45414**

**P** Please provide specific details as to the reason for Return. **Fields denoted with asterisk (\*)** are mandatory before an RGA# can be issued.  
**O** All non-warranty return items for restocking must be approved by Jones & Frank. Restocking Charge is 15%.  
**L** Once an RGA is authorized the goods must be received within 30 days from issue date. **After the thirty (30) days the RGA will become void.**  
**I** Any product[s] returned incomplete, not in its original packaging and/or not in resalable condition may be refused and/or subject to additional fees.  
**C** All return items must have an authorized RGA number marked on the return shipment in order to be received.  
**Y** This RGA authorizes return of the material only and does not guarantee replacement or credit. All returns are subject to final approval and inspection upon receipt.  
**Jones & Frank has the right to refuse all non-authorized freight collect shipments on returned items. All shipments must be returned freight prepaid.**

Date RGA Request Received: \_\_\_\_\_ RGA Received by: \_\_\_\_\_ Approval Issued: YES NO Approved by: \_\_\_\_\_

Internal Use Only/Disposition: Order # _____ Issue Immediate Credit Warranty Repair/Replacement      Non Warranty Repair/Replacement Credit upon Evaluation      Scrap on site      Other _____	Comments:
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**PLEASE MARK RGA NUMBER ON OUTSIDE OF BOX**