

Gray Metal Products

Request Goods Authorization Form

HOW TO RETURN MATERIAL:

- Step #1: Please fill out this form as completely as possible.
- Step #2: FAX this form to (585) 226-9356 or mail to Gray Metal Products, Inc. PO Box 129, Avon, NY 14414.
- Step #3: **Allow 2 weeks for return request to be processed.**
- Step #4: Gray Metal will assign an RGA# if returns accepted. We will indicate the ship method that shall be used for return. A minimum 20% restocking / handling charge will be applied to all returns which are not a direct result of an error made by Gray Metal Products.
- Step #5: Product must be packed in boxes and /or palletized. All returns MUST include a copy of request form showing RGA#. Product must be received in Avon, NY in good re-sellable condition for credit to be issued. Proper packaging of our product is critical to minimize damage on return trip.
- Step #6: Only after we have inspected all returned items will credit be issued. **Please allow 2-3 weeks.**
NO broken cases will be accepted for return of over stock material.
NO special made item can be returned.
If return is denied we will write NO RETURN on this form and mail or FAX a copy back to you.

Customer Name: _____ Date: _____

Customer Location: _____ City: _____ State: _____ Zip: _____

Requested By: _____ Phone #: _____ FAX #: _____

Return QTY Gray #/Description PO# Invoice # Reason for Return

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Ref RGA #: _____ Approved By: _____ Return Via: _____