



RETURN GOODS AUTHORIZATION

ATTN: GREG FAWCETT gregf@westeckwindows.com RGA FAX Number: 1 604 792 6714
Triggers for use when customer wishes to return product.

RGA No.:

Date:

PART 1 - IDENTIFICATION OF CUSTOMER AND ORDER

| | |
|---|---|
| Contact Name: _____ | Company Name: _____ |
| Email Address: _____ | Site Address: _____ |
| Fax: _____ | Street: _____ |
| Bus.Phone Number: _____ | Prov/State: _____ |
| Cell number: _____ | Postal/Zip: _____ |
| Original Westeck Quote number: _____ | Original Westeck W/O number: _____ |
| Sales Rep. _____ | <input type="checkbox"/> Doors <input type="checkbox"/> Windows |

PART 2 - IDENTIFICATION OF PRODUCT

| No: | Product to Return: | Quantity: | Line No: | Reason for Return: |
|-----|--------------------|-----------|----------|--------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

| | | |
|---------------------------|-------------------------------------|-------------------------------|
| <i>Did not Need</i> | <i>Defective less than 30 days</i> | <i>Sales Order Error</i> |
| <i>Incomplete Product</i> | <i>Freight Damaged</i> | <i>Customer order Error</i> |
| <i>Wrong Size Product</i> | <i>Did not match Purchase Order</i> | <i>Other: Please indicate</i> |

Customer Signature: _____ Date: _____

Sales Rep Signature: _____ Date: _____

PART 3 - Office Only

What is to be done with returned Goods? _____

Is there New paperwork Required? Y / N Chargeable? Y / N

Rework Required: Y / N From Department(s): _____

Rework Detail: _____

New/Repaired Product Shipping Detail: _____

GM Authorization Signature: _____

RGA Application has been completed and action has been initiated.