



Return Goods Authorization

Please complete and return this form to:

Alphalite Inc.
10715 Springdale Ave, Ste 4
Santa Fe Springs, CA 90670
CustomerService@Alphalite.com

Issued by Alphalite Inc.

RGA No.: _____
Date: _____
Valid Until: _____

CUSTOMER INFORMATION

Company: _____ Phone: _____
Contact Name: _____ Email: _____
Address: _____ Fax: _____

RETURN PRODUCT INFORMATION

Terms & Conditions should change to match our current policy as shown here:

A completed RETURN GOODS AUTHORIZATION form is required for all returns. Refunds will not be issued for returned merchandise. Alphalite offers only product replacements or a credit towards customer's account. All returns for Credit must be made within 120 days from the date of receipt of the goods. Returned merchandise must be in the original packaging and in resalable condition. Credit cannot be issued for any defective or damaged fixtures but can be replaced with new items. Defective items must still be covered under warranty to receive a replacement for all item(s) damaged during transit, Alphalite MUST be notified within 7 days of receipt and MUST receive photos of such damages to be eligible for replacement(s) at no cost. Special ordered merchandise cannot be canceled returned.

<u>PO or Invoice No.</u>	<u>Model No.</u>	<u>Qty.</u>	<u>Reason for Return</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional comments: _____

Please indicate which you would like: Credit Replacement(s) for the item(s) listed above.
Replacement order # (If Applicable) _____

Customer's Signature: _____ Date: _____

By signing, we understand that all defective material must be kept until a written and signed authorization to field destroy any or all items, is/are received.

FOR INTERNAL USE ONLY

Customer Service Department

Issued By: _____ Date: _____

Approving Authority

Approved By: _____ Date: _____

Additional Costs

- Restocking Fee: _____
- Original Shipping Cost: _____
- Responsible for the cost of Return Shipping.
- Other: _____
- Credit Amount: _____
(Issued upon inspection)