

RETURN GOODS REQUEST FORM



D&D Tool & Supply
 1028 Buenos Ave.
 San Diego, California 92110
 Phone: 619-276-9100 • Fax: 619-276-9108

 RGA#:

(After receiving RGA No. – Please
 enclose a copy of this form with
 goods.)

DATE: _____
 Customer Name: _____
 Address: _____
 City, State, Zip: _____
 Contact Person: _____
 Phone #: _____ Fax#: _____

Please fill out form and fax to 619-276-9108 Attn: Returns

Original Invoice#: _____ PO#: _____

Qty:	Part#:	Reason:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>REASON KEY CODES</u>	
1-	Customer Ordered Wrong Item
2-	Customer Ordered Wrong Qty
3-	D&D Ordered in Error
4-	D&D Shipped Wrong Item
5-	D&D Over-shipped
6-	Broken Item
7-	Other: (Explain Below)

Comments: _____

NOTE: Process of the authorization form normally takes 5-7 business days once all information has been provided. You will be issued an authorization number when process is complete. The credit for the RGA will be issued based upon determination of visual inspection and approval from our returns department. All replacement orders must be forwarded directly to our customer service department for order fulfillment.

*Please direct any questions regarding this RGA to _____ ext. _____

<i>For Internal Use Only</i>			
	YES	NO	AMOUNT
Restocking Fee:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Freight Charge:	<input type="checkbox"/>	<input type="checkbox"/>	_____

Return To:
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 Attn: Returns
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 San Diego, Ca. 92110