

## Returned Goods Authorization

*This Form Must Accompany All Returns*

Today's Date: \_\_\_\_\_ Our Invoice/Pkg. # \_\_\_\_\_

ACCESS Team Member: \_\_\_\_\_

To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Item's to be Returned: \_\_\_\_\_  
\_\_\_\_\_

Plan of Action:

\_\_\_\_ Replace with a Different Item? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Ship to: AE Supply at 1302 65<sup>th</sup> Street. Emeryville, CA. 94608 via UPS Ground \_\_\_\_\_

❖ **Customer Subject to Pay for All Inbound & Outbound Freight Charges**  
**Returns Are Subject to Restocking Fee** ❖

**Must Be Completed by Customer:**

**- Reason For Return -**

- Damaged       Mis-sized       Incorrect Material       No Longer Needed

Brief Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_