



ABCCORK
SINCE 1972

A: 653 Wilton Grove Road, London ON, N6N 1N7
T: 519.668.6160
F: 519.668.2004
E: orderdesk@abccork.com

RETURN GOODS AUTHORIZATION (RGA) FORM

Please complete and fax or email this form to:

Returns Department E: ORDERDESK@ABCCORK.COM | FAX: 519.668.6160

ITEM(S) BEING RETURNED

QTY	8(7)	6(8)	(65)37,2()	5(62()

Customer Name: _____
 Address: _____
 Invoice# _____ Daytime phone: _____
 Fax: _____
 Comments: _____

REASON FOR RETURN (Please check one) :

- I ordered the wrong item(s).
- Product is not compatible with my existing program.
- Material was clearly damaged during shipment.
- I ordered the wrong quantity.
- Other reason. Please Specify: _____

DIRECTIONS FOR RETURNING GOODS

- To request a RGA form to return merchandise, you can download the form at _____ or call our Returns Department at (519) 668-_____. Once you have completed the form, fax it to (519) 668-2004 or email orderdesk@abccork.com. Please allow five (5) working days for ABC to process RGA (Return Goods Authorization) requests.
- ABC must have returned merchandise on hand within fourteen (14) days of receiving an approved RGA number (faxed/emailed to you by ABC).
- All units must be returned in original factory packaging. If original packaging is not available, Customer must package goods carefully and individually to prevent damage in transit. No credit will be issued if damage occurs due to poor packaging.
- Mark all cartons with RGA number. Include a completed copy of the RGA form and a copy of your invoice in the box(es) to be returned.
- Returned goods must be shipped according to ABC shipping instructions. Fees incurred as result of Customer not following shipping instructions will be charged back to the Customer's account.

Return Policy

All pre-approved returns must have the RGA number _____ marked on the outside of the package. ABC reserves the right to give partial or no credit for the following reasons:

-
-
-
-
-
-
-

FOR OFFICE USE ONLY		
Approve	Denied	Void
Note:		
RGA #		