|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Date: |  |
| Address: |  | Phone: |  |
|  |  | Fax: |  |
| City: |  | State: |  | Zip Code: |  |
| Contact: |  | Title: |  |
| Reason for Return: |  |

**Items to be returned**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **\*\*\* For Leemco’s Use Only \*\*\*** |
| **Qty** | **Model & Description** | **Invoice No** | **Epoxy** | **Condition** | **Location** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Procedure, Terms & Conditions:**

A detailed listing of items to be returned may be attached to this form; however, **each item to be returned must be referenced to a specific “Leemco Invoice Number”**. When authorized to return: **all items shall be shipped freight prepaid and subject to Leemco counts and acceptability**. Returned items shall be subject to 20% restocking charge based on condition and age. There shall be no credit for items that are damaged or deemed unusable. Leemco shall hold returned items for a period of 60 days for customer inspection in the event of disputes after which, items shall either be refurbished and resold or scrapped. Items accepted shall be credit to the customer account against future purchases. **Please wait for a signed copy of this form by Leemco personnel before you ship any returned goods.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Title: |  | Date: |  |
| I understand and accept the above conditions |  |  |  |  |

**Acceptance & Rejection:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | RGA#: |  | Date: |  |
| I authorize you to return the items listed |  |  |  |  |

\*\*\* We need the following information before we can authorize you to return the items \*\*\*