



Return Goods Authorization (RGA) Form

Company Name: _____ Customer Name: _____
Street Address: _____ Email: _____
City/State/Zip: _____ Phone: _____

RETURNS MUST MEET THE FOLLOWING REQUIREMENTS:

- Customers with a Maumee Supply Account should use the "Return Order Request" accessible through the customer's account portal at www.maumeesupply.com.
- All returns must have a Maumee Supply packing slip or order number to start the RGA process.
- Multiple item or project material returns must receive an RGA number supported by a detailed item list of material to be returned. Return could be subject to inspection by Outside sales representative prior to physical return.
- Boxes/pallets of items will no longer be accepted by Maumee Supply without prior approval or RGA number.
- Any material not originally supplied by Maumee Supply or material deemed unsaleable will be returned or scrapped.
- Stock material returns could be subject to a restocking charge of up to 25%.
- Non-stock material returns are subject to factory re-stock charges and return freight, in addition to their return policies.

QTY	PRODUCT#	REASON FOR RETURN	PO# or INVOICE#	DATE RECV'D

Signature: _____ Date: _____