

Return Goods Form



IMPORTANT:

Returns will only be accepted for products shipped within **120 days** of invoice date. All returned goods are subject to a minimum **25%** restocking fee. Returns for reasons other than an EMTEK factory or processing error will be subject to our customary restocking fee with a return freight charge of **\$20.00** per label/carton in the United States or **\$35.00** per label/carton in Canada or Mexico. This charge will be deducted from the credit issued for each call tag. No freight will be charged if the return is sent prepaid.

Date:

Customer Name:

Acct#:

Phone Number:

Contact Name:

QTY	Item Number	Emtek SO#	Invoice#	Ship Date	Customer PO#	Return Reason Code

Note:

Return this form with your product to the following address:

NOTICE: Effective June 1, 2020, all returns must be forwarded to the following address:

EMTEK Products
13285 Temple Ave.
City of Industry, CA 91746

Tel: 800-356-2741 626-961-0413
 Fax: 800-577-5771 626-336-2812
 www.emtek.com

- Return Reason Codes:**
- A Customer Ordered Wrong
 - B Customer Changed Mind
 - C Order Entered Wrong
 - D Order Packed Wrong
 - E Order Shipped Wrong
 - F Order Damaged
 - G Order Double Shipped
 - H Order Taken Wrong
 - I Wrong Finish Sent
 - J Defective Finish
 - K Defective Other (Describe)
 - L Customer Double Ordered