

Return Goods Form

IMPORTANT:
 All information must be complete for credit to be issued. Returns for reasons that are not an Emtek error will be subject to our customary restock fee and a return freight charge of \$15USD in the United States and \$30USD in Canada & Mexico, will be deducted from credit issued for each call tag if used. 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, Inc.
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	G* Order Double Shipped
B Customer Changed Mind	H* Order Taken Wrong
C* Order Entered Wrong	I* Wrong Finish Sent
D* Order Packed Wrong	J* Defective Finish
E* Order Shipped Wrong	K* Defective Other (Describe)
F* Order Damaged	L Customer Double Ordered

* For Yale Expressions™ product deemed defective or a result of factory/processing errors. Please contact EMTEK Customer Service for return authorization and an RGA#.