

RETURNED GOODS AUTHORIZATION



Sold To:

Ship To:

ACCT. NO / NO DE COMPTE	DATE AUTHORIZED	RGA NO. / NUMERO DE RGA
CUSTOMER REFERENCE NO. / LE NUMÉRO DE RÉFÉRENCE DU CLIENT		TYPE
APPROVAL	CREDIT MEMO NUMBER	

THE ITEMS BELOW SHOULD BE RETURNED TO:

Sharpe Manufacturing Company
 Attention: Returns Department
 3501 North 4th Avenue
 Sioux Falls, SD 57104

Last Year Purchases:
 Allowable Returns:
 YTD Returns:
Any inventory returns which exceed your allowable will be charged 15%.
 NOTE: Restocking fee charged only if return exceeds your allowable return amount

THE FOLLOWING ARE AUTHORIZED FOR RETURN:

LINE LIGNE D'ARTICLE	QTY. AUTHORIZED QUANTITY D'AUTORISATIO	QTY. RETURNED / QUANTITIE DE RETOUR	PART NO. / NUMERO DE LA	SERIES SERIE	DESCRIPTION	UNITE PRICE / PRIX DE L'UNITE	AMOUNT TOTAL / MONTANT TOTALE
1							
2							
3							
Estimated Net Return Amount							

SEE REVERSE FOR INSTRUCTIONS

ORIGINAL

Sharpe Return Shipping Procedures

Please verify that the information provided to Sharpe on the Returned Goods Authorization form (RGA Form) is correct.

- If you wish to add any product or change any information, please obtain pre-authorization by calling Customer Service at 800-742-7731.
- Please complete the shipping information box on the first page of this document and provide all information concerning the return.
- Make a copy of this form for your records and return one copy as a packing slip.
- Please ensure that all products are identified with part numbers.
- Please box all items and package securely for shipping.
- Please prepay the freight. Collect shipments will not be accepted.
- Approved returns must be received within 45 days from approved RGA date.

If you need to follow-up or have any questions regarding these procedures, please direct them to Sharpe Customer Service Department at 1-800-742-7731.

Please Note: If your business relationship with Sharpe ends for any reason, you have a maximum of 90 days from the date of deactivation of your account number (account termination date) to make a final inventory return. We can not accept final returns after 90 days.