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## RETURN GOODS AUTHORIZATION REQUEST

### CUSTOMER INFORMATION

Company Name : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Tel : \_\_\_\_\_

Customer P.O. # : \_\_\_\_\_ Invoice # : \_\_\_\_\_

### REASON FOR RETURN

<input type="checkbox"/> Customer's ordering error : may be subject to re-stocking fee.	<input type="checkbox"/> Damaged item.
<input type="checkbox"/> Quoted wrong item by customer service.	<input type="checkbox"/> Overstock : may be subject to re-stocking fee.
<input type="checkbox"/> Wrong item shipped.	<input type="checkbox"/> Job Cancelled : may be subject to re-stocking fee.
<input type="checkbox"/> Defective item return.	<input type="checkbox"/> Defective part(s) replacement request
<input type="checkbox"/> Other (Please specify) : _____	

QTY	Part Number	Price/ea	Amount
Restocking Fee : _____ %			
TOTAL			

Company Name : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Tel : \_\_\_\_\_

Ship to Address (Replacement) : \_\_\_\_\_

To be filled out completely by customer and email to support@utopialighting.com.

Item(s) must be returned within 45 days of RGA issuance.

(Please do not return goods until Utopia Lighting has issued RGA #. Unauthorized returns are subject to refusal by our Receiving Department.

If the original invoice # is not provided, credit for returned items will be issued at the lowest purchased price within the last calendar year. Restocking charges may apply.)

CREDIT MEMO WILL BE PROCESSED UPON COMPLETION OF FULL INSPECTION ON RETURNED ITEMS.  
THANK YOU.