

# Gray Metal Products

## Request Goods Authorization Form

### HOW TO RETURN MATERIAL:

- Step #1: Please fill out this form as completely as possible.
- Step #2: FAX this form to (585) 226-9356 or mail to Gray Metal Products, Inc. PO Box 129, Avon, NY 14414.
- Step #3: Allow 2 weeks for return request to be processed.
- Step #4: Gray Metal will assign an RGA# if returns accepted. We will indicate the ship method that shall be used for return. A minimum 15% restocking / handling charge will be applied to all returns which are not a direct result of an error made by Gray Metal Products.
- Step #5: Product must be packed in boxes and /or palletized. All returns MUST include a copy of request form showing RGA#. Product must be received in Avon, NY in good resellable condition for credit to be issued. Proper packaging of our product is critical to minimize damage on return trip.
- Step #6: Only after we have inspected all returned items will credit be issued. Allow 2-3 weeks.  
**NO broken cases will be accepted for return of over stock material.**  
**NO special made item can be returned.**  
If return is denied we will write NO RETURN on this form and mail or FAX a copy back to you.

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Location: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

**Return QTY    Gray #/Description    PO#    Invoice #    Reason for Return**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Ref RGA #: \_\_\_\_\_ Approved By: \_\_\_\_\_ Return Via: \_\_\_\_\_