

Loveshaw, an ITW Company

Return/Credit Authorization Request Form

ALL FIELDS MUST BE FILLED OUT OR FORM WILL BE RETURNED

Bill to

Company Name _____
 Contact Name _____
 Phone Number _____
 Fax Number _____
 Loveshaw Order No. _____
 Loveshaw Invoice No. _____
 Orig. Purchase Order # _____
 Machine Serial # _____
 Motor/Reducer Serial # _____

Ship To

Company Name _____

Items returned for warranty will be verified that they are within warranty period.
 Items returned that fall outside of warranty period will not be credited.

****** Serial # must be included on all ******
****** Warranty claims or RA # will ******
****** Not be issued ******

Select One:

_____ Please issue a Return Authorization number for the following items that are defective and have failed within the warranty period. _____

Please replace them on the following NEW purchase order # _____. Please fax copy of NEW purchase order with this Return/Credit Authorization Form. Credit will be issued upon return and verification of warranty coverage.

_____ Please issue a Return Authorization number for the following items that are defective and failed within the warranty period. Do not replace the items. Please issue a credit upon pending inspection.

_____ Please issue a Return Authorization number for the following items being returned for credit due to overstock or mis-shipment. These items are in "like new" condition. Credit will be issued upon return pending inspection. (May be subject to 20% Restock Charge)

_____ Please issue a credit for the amount of _____ on Invoice no. _____ for the following reason(s). _____

<u>Qty.</u>	<u>Item No.</u>	<u>Description</u>	<u>Reason for Return/Description of Failure</u>

For Loveshaw Use: RA # Issued _____ Replacement part shipped on Order # _____
 20% Restocking Charge - Yes ___ - No ___ Credit Memo Issued _____ Auth Sign _____

FAX REQUEST FORM TO 570-937-4370
Loveshaw will fax back either an RA or Credit Acknowledgement.
Follow Return procedure on Acknowledgement.
Loveshaw only accepts returns with RA #'s.
Returns may be subject to a 20% Restocking Charge

*Loveshaw, an ITW Company
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 South Canaan, PA 18459*