

Ben Clements and Sons, Inc.

50 Ruta Court, South Hackensack, New Jersey 07606 U.S.A.

Telephone: 201-440-5500 Fax: 201-440-1455 Email: sales@tach-it.com

Website: www.tach-it.com

Return Merchandise Authorization Request Form

Please fax completed form to 201-440-1455 or Email to sales@tach-it.com

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone Number: _____ Fax Number: _____

Ben Clements and Sons, Inc. Invoice Number: _____

Date of Ben Clements and Sons, Inc. Invoice: _____

Customer Purchase Order Number: _____

Items to be Returned:

List all Items Requested to be Returned:

Reason for Return:

Check the reason below which applies:

_____ Ordered Incorrect Merchandise

_____ Received Defective Merchandise

_____ Received Incorrect Merchandise

_____ Merchandise did not work for Application

_____ Excess Inventory

_____ Customer Cancelled Order

Other (please explain) _____

_____ Return from Trial (Must have been arranged with Ben Clements and Sons, Inc. Prior to Original Shipment of Product)

Conditions of Return (see Tach-It Return Policy for all conditions of return):

- 1) **All returns are at the discretion of Ben Clements and Sons, Inc. and Restocking Charges Apply.**
- 2) Any item returned to Ben Clements and Sons, Inc. must be in original unmarked and undamaged packaging with no labels, markings, or writing on the product to be returned. Any and all enclosures shipped with the original product including tools and instruction manuals must be included with the returned products or credit will not be issued in full.
- 3) For products packed with multiple units per box or bag, only full boxes or bags will be accepted for return.
- 4) All items returned to Ben Clements and Sons, Inc. must be freight prepaid and insured for full value.
- 5) Requests for returns must be made within 5 days of receipt of order and returns must be received within 14 days of receipt of RMA number.
- 6) No returns will be accepted without a Return Authorization Number and may be refused at recipient's dock. The Return Authorization Number must be included on the label and paperwork accompanying the returned merchandise.
- 7) **All returns must be re-boxed and double boxed with proper and sufficient protection in order to preserve the original packaging of the product. Not double boxing equipment or any damage due to insufficient packaging or usage will be charged back to the returning company. This is at the sole discretion of Ben Clements and Sons, Inc.**

Office Use Only

Return Approved By: _____ Return Authorization Number: _____ Date: _____

Reason and Conditions for the Return _____
