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 ____________________________________________________________