RIM

REQUEST FOR RETURN AUTHORIZATION

Date:

Dept:

Customer: **Branch:** **P/U Location:**

Phone: **Salesman:** **Route No:**

QTY	CODE OF ITEM INVOICED	DESCRIPTION OF ITEM INVOICED	INVOICE NUMBER	DATE	RETURN CODE	ITEM RETURNED IF DIFFERENT THAN ITEM INVOICED
1						
2						
3						
4						
5						
6						
7						
8						

RETURN CODE:

1. Damaged — a. concealed b. invoice noted c. no signature d. signature
2. In Warranty — a. replacement ordered by Salesman _____ b. replacement to be ordered by _____ c. item already received on Invoice #_____
3. Leftover
4. Ordered Incorrectly — a. customer b. outside sales c. inside sales
5. Shipped Wrong — FILL OUT BOX G
6. Other (Describe)

RGT WRITTEN BY: DATE:
RGT AUTHORIZED BY: DATE:
RGT P/U BY: DATE:
CM WRITTEN BY: DATE:
CM#

WAREHOUSE TRAFFIC PICK UP INFORMATION

Attempt	Date	Driver	Remark/Code
1			
2			
3			

1. MATERIAL NOT FOUND
2. MATERIAL NOT READY
3. NO ACCESS TO MATERIAL
4. OTHER (PLEASE STATE IN REMARKS)

Initials of employee returning material to stock:

Homeowners Name: Model #: Date Purchased:
Address: Serial #: Date Installed:
Telephone: Date Code: Date Failed: