EMTEK®

Return Goods Form

IMPORTANT:

All information must be complete for credit to be issued. Returns for reasons that are not an Emtek error will be subject to our customary restock fee and a return freight charge of $15USD in the United States and $30USD in Canada & Mexico, will be deducted from credit issued for each call tag if used. No freight will be charged if the return is sent prepaid.

Date:

Customer Name:

Acct#:

Phone Number:

Contact Name:

QTY	Item Number	Emtek SO#	Invoice#	Ship Date	Customer PO#	Return Reason Code

Return this form with your product to the following address:

NOTICE: Effective June 1, 2020, all returns must be forwarded to the following address:

EMTEK Products
13285 Temple Ave.
City of Industry, CA 91746

Tel: 800-356-2741 626-961-0413
Fax: 800-577-5771 626-336-2812
www.emtek.com

Not

Return Reason Codes:

A	Customer Ordered Wrong	G*	Order Double Shipped
B	Customer Changed Mind	H*	Order Taken Wrong
C*	Order Entered Wrong	I*	Wrong Finish Sent
D*	Order Packed Wrong	J*	Defective Finish
E*	Order Shipped Wrong	K*	Defective Other (Describe)
F*	Order Damaged	L	Customer Double Ordered

* For Yale Expressions™ product deemed defective or a result of factory/processing errors. Please contact EMTEK Customer Service for return authorization and an RGA#.

Please email form to RGA.Emtek@assaabloy.com