



Return Goods Authorization

Customer Service: (818) 982-9600 Fax: (818) 503-1102

Date: June 1, 2010

Account No.:		Requested by:	
Distributor:			
Address:		Phone:	
City:	State:	Zip:	Fax:

***If call tag is to be issued to an address that differs from the above:**

Name:			
Address:		Phone:	
City:	State:	Zip:	Fax:

Purchase Order No.: _____ Sales Order No.: _____
 Bobrick Invoice No.: _____ Invoice Dated: _____

Authorization for the return of the following:

QTY	MODEL #	QTY	MODEL #

We were sorry to learn that _____ received on the above order was reported _____.

We are sending a replacement shipment under our new Sales Order No. _____, and will issue an invoice for accounting purposes. We ask that you return the unit to us for inspection; if there is any defect in workmanship or material, credit will be issued canceling the replacement invoice. For your convenience, we will have UPS ARS (Authorized Return System) pre-printed labels issued to you. You will receive a label for each carton. Once you receive the labels, please place them on each corresponding carton. Contact UPS at 800-742-5877 to arrange a pick-up.

PLEASE PACKAGE CAREFULLY in a sturdy carton using protective inserts that were included in the original shipment, or their equivalent, especially for the protection of glass and protruding flanges, if appropriate. Freight companies will not honor claims for damage in transit if the article is improperly packaged. You, as the shipper, would be responsible for any loss incurred from such damage. If any packing material or other assistance is required to insure the safe return of this material, please let us know. In order to expedite the processing of your return, kindly enclose the extra copy of this letter with your shipment to:

Bobrick Washroom Equipment, Inc.
 11611 Hart Street
 North Hollywood, CA 91605

Bobrick Eastern Division
 200 Commerce Drive
 Clifton Park, NY 12065

Bobrick Mid Continent
 100 Bobrick Drive
 Jackson, TN 38301

Bobrick Washroom Equipment (F/M)
 28858 (R3) County Road 20W
 Elkhart, IN 46514

We appreciate your cooperation.
Very truly yours,

Customer Service Representative
Notes:

- Copy 1 – To Customer Service File
- Copy 2 – To Returns (Circle one) BED, BWEI-Robert Cooper, BMC, FM-BLA/Purch
- Copy 3 – To Factory Rep No.:
- Copy 4 – To Shipping for Call Tag