



REQUEST FOR RETURN GOODS AUTHORIZATION

CUSTOMER: \_\_\_\_\_
LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

CUST. # \_\_\_\_\_
ORDER # \_\_\_\_\_

CUST PO # \_\_\_\_\_
INVOICE # \_\_\_\_\_

Table with 5 columns: QUANTITY, PART NUMBER, AMT \$\$, TOTAL, CORE ITEM Yes/No. Includes a TOTAL row at the bottom.

NOTES:

REASON FOR RETURN \_\_\_\_\_ OTHER \_\_\_\_\_
OTHER EXPLANATION \_\_\_\_\_

PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_
AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_
AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_

Hubbell Internal Use Only!

SCRAP UPON RECEIPT

PUT INTO INVENTORY FOR FUTURE USE \_\_\_\_\_ NUMBER OF PIECES SOLD OVER LAST 12 MONTHS
MORE THAN 5 ORDERS FOR THIS PART IN LAST 6 MONTHS? YES NO

MINIMUM BALANCE \_\_\_\_\_

CURRENT INVENTORY LEVEL \_\_\_\_\_

RESTOCK CHARGE 25% REASON CODE [ ]
RESTOCK AMOUNT \$0.00
FREIGHT AMOUNT \_\_\_\_\_ Cost of outbound freight
TOTAL CREDIT AMT \$0.00

