



# PRODUCT RETURN FORM

2145 Calumet St., Clearwater FL 33765 - 727-446-1656/800-446-1656 - ( fax) 727-446-7867 - [www.depco pump.com](http://www.depco pump.com)

Return Goods Authorization Number (RGA) \_\_\_\_\_ Invoice Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Alt Phone \_\_\_\_\_

Send Replacements to my:  Bill to Address  Ship to address  Other (specify other in comments)

Item Code	Item Description	Qty	Replace	Refund	Reason (see below)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**Comments:**


**Reason for Return:**

Indicate the reason for each return by writing a code letter in the last column. If other, please explain in comments.

A - Defective  
 B - Damaged in Shipment  
 C - Poor Quality  
 D - Not the item that was ordered  
 E - Other (Indicate reason in comments)

**How to return merchandise:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Call Depco Pump Company for a Return Goods Authorization number (RGA)</li> <li>2. Complete the required information fields above.           <ol style="list-style-type: none"> <li>A. RGA Number</li> <li>B. Invoice Number</li> <li>C. Contact Name and Phone Number(s)</li> <li>D. List the items and the reasons for the return</li> <li>E. State what action you wish to be taken by checking off Replace or Refund</li> </ol> </li> <li>3. Returned merchandise must be in new/unused condition, in original factory packaging, all parts included. A restock fee may be charged to returns past 30 days from original invoice date, for special order or customized products. All returns are subject to inspection before credit is issued. Please allow up to two weeks for processing your return.</li> </ol> | <ol style="list-style-type: none"> <li>4. Place the merchandise in a sturdy, well-sealed shipping box. <b>Please do not put labels or write on original packaging.</b> Include this completed form with the shipment. Write the RGA number on the outside of the shipping carton.</li> <li>5. Ship via UPS, Fedex or Parcel Post to:           <p style="margin-left: 40px;">DEPCO PUMP CO. - ATTN RETURNS<br/>             2145 CALUMET STREET<br/>             CLEARWATER, FL 33765</p> <p><i>Shipping costs are non-refundable</i></p> <p>Carrier Information:</p> <ul style="list-style-type: none"> <li>• Fedex - (800) 463-3339 or <a href="http://www.fedex.com">www.fedex.com</a></li> <li>• UPS - (800) 742-5877 or <a href="http://www.ups.com">www.ups.com</a></li> <li>• US Post Office - (800) 275-8777 or <a href="http://www.usps.com">www.usps.com</a></li> </ul> </li> </ol> |
|--|---|