



## Return Goods Authorization

### Returned Goods Procedure Directions

Please complete this form and fax it to  
 ARTISTIC SKYLIGHT DOMES at (416) 747-6630.  
 Upon review and approval, you will be notified via  
 fax, email or telephone of the appropriate action.

<b>RGA #</b>

(Obtained from ARTISTIC SKYLIGHT Customer Service)

Date Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_

Company /Customer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov. \_\_\_\_\_

Attention: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Return Conditions

Credit will be issued on authorized returns based on the following return conditions:

- Item returned matches authorization.
- RGA number is valid for 30 days only.
- Returned item is subject to 25% restocking fee.
- All returns must be made within 30 days of purchase.
- All returns require prior approval, and an assigned RGA number.
- Returned item is subject to inspection prior to credit being issued.
- Custom orders cannot be cancelled or returned.

### Return Description:

Please use separate line for each item per invoice.

Qty	Part Number	Description	Invoice Number	Invoice Date	Reason For Return

RGA must be authorized prior to accepting any returns

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return Approval: \_\_\_\_\_

Date: \_\_\_\_\_