

Penn State Manufacturing Co.

56 Artisan Way, Unit #7, Smyrna, DE 19977

Toll Free: (800) 452-1604 ● Fax: (302) 449-3315 or 801-848-6565

www.pennstatemfg.com ● Email: sales@pennstatemfg.com



RETURN AUTHORIZATION FORM

Please complete this form and fax it back to Penn State Manufacturing Co. at 302-449-3315 within 24 hours of receipt of merchandise.

A Return Authorization Number (RA Number) will be issued by us, and we will call you with your RA Number within 48 hours. After you receive the RA Number, you may return the item(s) along with a copy of this completed Return Authorization Form to our Delaware facility. Please make sure you indicate the RA Number on the outside of your shipping box. Any package returned to us should be shipped via insured carrier, and a tracking number/delivery confirmation should be obtained from the carrier. We are not responsible for lost or damaged items for returned packages.

All products should be returned undamaged, in the manufacturer's original box(es) and packaging, and with all accessories, manuals, instruction booklets and warranty cards. No refunds will be issued for items that have obviously been used.

RA Number:

Customer Information:

Company Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone No.: _____

Fax No.: _____

E-mail Address: _____

Returned Item Information:

Item Type/Make/Model: _____

Description: _____

Item No.: _____

Serial No.: _____

Total Value: _____

Reason for Return / Comments:

Action Requested: Replacement _____ Refund _____

Date: _____

Customer Signature: _____

To be completed by Penn State Manufacturing Co.

Customer No: _____

Account No: _____

Purchase Order No.: _____

Invoice No.: _____