



Door Controls USA Return Goods Authorization Form

(THIS FORM MUST BE COMPLETED IN FULL TO BE PROCESSED)

Company: _____ **Customer Acct #** CU

Date: _____

(Street) (City) (State) (Zip)

PH: _____ **Completed By:** _____ (Name)

LIST COMPLETE INFORMATION ON ALL EQUIPMENT BEING RETURNED TO DOOR CONTROLS USA.
CORES ARE DUE WITHIN 90 DAYS OF PURCHASE DATE TO AVOID CORE CHARGES
 Past Due cores are subject to core charge at 100% list price

Any Questions Call:
800-437-3667 ext 207

Item	Qty.	Description - Make & Model of Part	Door Controls USA Part #	Core Return	Core Purchase	Repair & Return	Warranty	RFC
1								
2								
3								
4								
5								
6								
7								
8								

Additional information regarding Core

Item	Reason for Return - Indicate Failure, Symptoms	CRR# or SO#	PO#	SRO # <small>(Required with Warranty and RFC)</small>
1				
2				
3				
4				
5				
6				
7				
8				

All Core Trades must be PRE-APPROVED. If the core is non-repairable then there will be no trade credit applied to your account and trade agreement will be cancelled for that particular item. Also note the part to be traded for.

Upgrade & Retrofit parts information - please list the original model

IF ABOVE ITEMS ARE TO BE REPAIRED AND RETURNED AND ITEMS ARE NOT UNDER WARRANTY, COMPLETE THE FOLLOWING
 I AUTHORIZE DOOR CONTROLS USA TO REPAIR AND RETURN THE ABOVE ITEMS WHICH ARE NO LONGER UNDER WARRANTY.
INDICATE MY PO# _____ **AUTHORIZED SIGNATURE:** _____
 Ship Repair & Returns Via: **RED** **BLUE** **Ground**

RFC = Return for Credit (Return Shipment) ARS Tracking # _____

PLEASE RETAIN A COPY FOR YOUR RECORDS.