



Request for R.G.A. Form

Company Name: _____

Company Contact: _____ Contact Phone #: _____

Contact Email: _____

Customer Order #: _____ Order #: _____ Order

Date: _____

Shipped To Address: _____

You must complete this form and email to KHarris@AELNow.com. Absolutely no returns will be accepted without an R.G.A. number.*

Product #: _____ Description: _____ Quantity: _____

Product #: _____ Description: _____ Quantity: _____

Product #: _____ Description: _____ Quantity: _____

Product #: _____ Description: _____ Quantity: _____

Product #: _____ Description: _____ Quantity: _____

Product #: _____ Description: _____ Quantity: _____

(Please attach any additional information / backup behind this form when sending)

Please provide more detailed reasoning for RGA: _____

Reason for RGA Request:

Defective _____

Customer Error _____

Factory Error _____

Freight Damage _____

Other _____

*Advantage Environmental Lighting Warranty Period is one year (unless otherwise specified). Custom orders, including custom colors, are non-returnable. Advantage Environmental Lighting reserves the right to accept or deny this request based upon the information provided on this form. Advantage Environmental Lighting's standard restocking fee and/or handling charges may apply. Claims of defective merchandise must be reported to Advantage Environmental Lighting within 30 calendar days of delivery. Shortages or damages of freight must be reported to Advantage Environmental Lighting immediately and noted on the freight bill.

For Company Use:

RGA# _____ Reviewed By: _____ Date: _____

Approved Denied Reasoning: _____