



RETURN GOODS AUTHORIZATION

Tel: (909) 510-6999
 Fax: (909) 510-8999
 Email: info@adenna.com

RGA# _____ <small>(for Adenna use only)</small>
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Please fill out this form and fax to us at **(909) 510-8999**. We will contact you with a Return Goods Authorization (RGA) number.

Account No: _____	E-mail: _____
Company Name: _____	Tel: _____
Contact Person: _____	Fax: _____

Invoice/PO No.	Item No.	Lot No.	Qty.	Reason for RGA (Damaged, Wrong Item, Quality)	Action Requested (Credit, Replace, Return)
Total Case(s) / Box(es):					

- Do not destroy damaged or defective products until you have spoken to an Adenna representative. Please write the RGA number on the outside of all returned product packaging. All return goods must be shipped back to Adenna within fifteen (15) days of issuance of the RGA number. Failure to return goods within fifteen (15) days of issuance of RGA number will result in additional invoice and charges.
- Return of non-defective products are subject to a 15% restocking fee. Returning party shall prepay shipping to return products.
- Adenna only accepts return of Adenna brand products that are purchased and invoiced within a 90-day period.

Terms and conditions acknowledged and agreed to by:

Please ship returned goods to:
Adenna Inc.
201 S. Milliken Ave.
Ontario, CA 91761
 Attn: Receiving Dept. RGA# _____

_____ Signature	_____ Name/Title	_____ Company	_____ Date
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For Adenna Office Use Only:

Shipping Dept.: _____

Accounting Dept.: _____ by _____ Date: _____