



RA # \_\_\_\_\_

## Request for Return Authorization

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Date: \_\_\_\_\_ Email: \_\_\_\_\_  
 Solberg Order #: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_

### Return Procedures

1. Fill out the form below and email to sales@solbergmfg.com. If Solberg approves this request, we will issue you a Return Authorization number (RA#).
2. Insert copy of completed RA form in the shipping container for return shipment.
3. Repackage securely. The customer is fully responsible for any and all types of handling damage, whether due to improper packaging during return transit or handling damage which may have occurred during installation or handling.
4. Return units using the same carrier or similar as received.
5. Standard restocking charges are a minimum 25%, pending inspection.
6. Any requests over 60 days since date of purchase or non-catalog products (specials) will be reviewed for eligibility.
7. RA# is valid for 90 days after Solberg processes your request to return an item.

Solberg Part Number	Quantity	Description

Reason for Return (Be specific and attach additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_

### Customer Health and Safety Representations

Have the return goods ever been exposed to toxic, hazardous or dangerous chemical and/or materials? YES \_\_\_ NO \_\_\_

If Customer response above is "YES":

A. Customer must indicate whether such chemical and/or material were (Check all that applies):

- |                                 |                       |                                  |
|---------------------------------|-----------------------|----------------------------------|
| Toxic Materials                 | Corrosive Materials   | Carcinogen                       |
| Oxidizer                        | Radioactive Materials | Biological/Infectious Substances |
| Flammable/Combustible Materials | Other _____           |                                  |

Used in the Semiconductor Copper process? YES \_\_\_ NO \_\_\_

- B. Customer must provide (on additional sheets) complete details of such exposure.
- C. Customer must (A) attach to this RA form the MSDS for each such toxic, hazardous or dangerous chemical and/or material.
- D. The return goods must be properly and completely cleaned, decontaminated and made safe to handle before they are returned to Solberg.

The undersigned Customer certifies to Solberg that (A) all information provided in or with the RA form is true and complete and (B) all return goods have been properly and completely cleaned, decontaminated and made safe to handle.

Signature \_\_\_\_\_

### For Solberg Use Only

\_\_\_\_\_

\_\_\_\_\_

**Rev: 0619**

**Ship To:** Solberg Manufacturing Inc.  
 Returns Dept.  
 1151 Ardmore Ave.  
 Itasca, IL 60143 USA

Sales/Service: 630.773.1363  
 sales@solbergmfg.com  
 ISO 9001-2015 Certified  
 Effective Date: 01/16/09