SALES & CUSTOMER SERVICE DEPARTMENT
19 Thomas ♦ Irvine, California 92618 ♦ USA
Phone: +949-829-5555 **Fax**: +949-829-5560
E-mail: sales@broadleyjames.com
Website: www.broadleyjames.com

Measurement and Control Products for Science and Industry

INSTRUCTIONS FOR RETURNING GOODS:

1. Contact our Sales & Customer Service Dept. (by phone, fax or Email) for a *Return Authorization Number*.
2. Complete this form and Fax back to **949-829-5560**. Please also include the completed form with each shipment.
3. *Pack items well to preserve their condition, as product evaluation, testing, warranty and/or credit status may be affected.* Whenever possible, return products fully assembled and in their original packaging. Package sensors and transmitters individually within the shipping container to ensure no physical contact between parts occurs in transit. The use of styrofoam "peanuts" is not recommended. Please ship temperature sensitive items appropriately to avoid exposure.
4. Ship **prepaid** to: Broadley-James Corporation
   19 Thomas
   Irvine, CA 92618 USA
   Attn: _____ (Return Authorization No.)

YOUR INFORMATION: (please print clearly)

Company: _____ Name: _____

Address: _____ Phone: _____

_____ Fax: _____

City/ST/Zip: _____ E-mail: _____

REASON FOR RETURN: (check any that apply)

	Wrong Item Ordered / Rec'd (1)		Evaluation (2) Provide details below.		Other:
	Order Cancelled (1)		Repair (3) Provide details below.		

FOR EVALUATIONS OR REPAIRS:

Part Number(s) or Description: _____

Serial Number(s), if available: _____

If returning for **evaluation**, what are the details of the problem?_____

_____

_____

If returning for **repair**, what would you like us to do?_____

_____

_____

DECLARATION OF CLEANLINESS AND/OR DECONTAMINATION

All returned items have been adequately cleaned and/or decontaminated as necessary and in accordance with all applicable health and safety regulations. No chemical, biological, or other risks remain that would endanger exposed persons' safety or health.

Authorized Signature: _____

Print Name & Title: _____

Date _____

Items returned without proper documentation may be subject to delays. (1) Certain restrictions may apply; see our Return Policy. (2) Fees may apply for certain products or procedures. (3) Charges apply for Non-Wty repairs. VISA and MasterCard accepted. Come see us on the web: www.broadleyjames.com.