

# RG A REQUEST FORM

To request an RGA, please complete this form as completely as possible and either email it to customerservice@itc-us.com or fax to 616-396-1152

**\*THIS IS NOT AN AUTHORIZATION TO TAKE CREDIT.  
IT IS THE FIRST STEP IN THE RETURN PROCESS - ISSUING OF A CREDIT IS THE FINAL STEP**

When the form is completed, please fax to (616) 396-1152 or email to customerservice@itc-us.com

An RGA number will be assigned to each item number to be returned. When the goods are received, they will be evaluated and credit may or may not be issued based upon the evaluation

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Date:  \_\_\_\_\_ Customer Name:  \_\_\_\_\_ Customer Contact:  \_\_\_\_\_  
Customer Telephone:  \_\_\_\_\_ Customer Fax #:  \_\_\_\_\_ Customer Ref #:  \_\_\_\_\_

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ITC Item #  \_\_\_\_\_ Customer Item #  \_\_\_\_\_ Qty to Return: \_\_\_\_\_  
Reason for return: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ITC Item #  \_\_\_\_\_ Customer Item #  \_\_\_\_\_ Qty to Return: \_\_\_\_\_  
Reason for return: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ITC Item #  \_\_\_\_\_ Customer Item #  \_\_\_\_\_ Qty to Return: \_\_\_\_\_  
Reason for return: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ITC Item #  \_\_\_\_\_ Customer Item #  \_\_\_\_\_ Qty to Return: \_\_\_\_\_  
Reason for return: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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