



5761 Research Drive  
 Huntington Beach, CA 92649  
 714-230-3200  
 bartcoLIGHTING.com

**RETURN REQUEST FORM**  
 (must be requested within 90 days of invoice date)  
**NOT AN RMA**

Sales Associate: \_\_\_\_\_

**Customer Information**

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Customer PO: \_\_\_\_\_ Sales Order #: \_\_\_\_\_  
 Invoice #: \_\_\_\_\_

**Reason for Return: please explain**

Customer Error       Factory Error       Warranty

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MERCHANDISE REQUESTING TO RETURN**

LINE ITEM	QTY	PART NUMBER	PRICE EACH	EXTENSION

TOTAL \$

**REPLACEMENT**  YES  NO P.O. # \_\_\_\_\_

**FOR OFFICE USE ONLY**

Restocking Charge:  YES  NO % \_\_\_\_\_

**Return Merchandise Terms and Conditions**

Merchandise cannot be returned without written factory authorization via an RMA number. Lamps, custom fixtures, and special order items are not returnable. All returned merchandise is subject to a 50% restocking charge, must be returned within 30 days and must be in resalable condition. A credit against the invoice will be made only after the returned merchandise is received and inspected by Bartco Lighting. Customers may not issue themselves credit.

CUSTOMER SUPPORT: 714-230-3200 (option #1)

**Please email to [eric@bartcolighting.com](mailto:eric@bartcolighting.com)  
 or fax to 714-232-8974**