



Return Goods Authorization (RGA) Worksheet / Manual Form

RGA submitted to:

orders@aetnaglass.com

Date: _____

Time: _____

Original PO Number: _____

Customer Name: _____

For Aetna Glass Use:

Date Received: _____

RGA Number: _____

From:

Address:

Store Name: _____

Contact: _____

Phone: _____

Description

Please describe the reason why you are not accepting the IG:

Manual RGA Instructions

- Attach photo of IG to the right
- Fax Manual RGA form to Aetna Glass fax # listed above
- If the IG is requested to be sent back use the same packaging materials and write the RGA # on the box
- All IG's shipped back to Aetna Glass are at the store's expense. Once Aetna Glass Quality Control receives the returned product, a determination will be made on whether or not credit is due

Place Photo Here