



**THE SHOWER DOOR STORE**  
 QUALITY SHOWER ENCLOSURES FOR YOUR HOME

## Return Goods Authorization Form

Please complete this form to request a RGA number from The Shower Door Store. Please be sure to follow all of the steps listed in this form. Incomplete forms or missing information will delay the return of your merchandise. Please print and fax your completed form to (248) 853-2100.

If you have any questions please call our customer service department at (248) 853-4040.

### Part 1 Customer Information

Customer Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Customer Email \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Original Invoice Number \_\_\_\_\_

### Part 2 Items To Be Returned

Item #1 \_\_\_\_\_ Item #2 \_\_\_\_\_

Item #3 \_\_\_\_\_ Item #4 \_\_\_\_\_

### Part 3 Reason For Return

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

### Part 4 Return Terms & Conditions

All returns need to be made within 30 days of purchase and must be authorized with a completed Return Goods Authorization (RGA) Form.

Returned merchandise must be in the original packaging and in undamaged/unused condition.

**The RGA number must be clearly written on the package. Packages that do not have the RGA number on them will NOT be accepted.**

There will be a 25% restocking charge on all accepted standard returns, 50% restocking charge on all custom order returns. Refunds on standard returns will be credited to the original purchasing credit card only and custom return refunds will be in the form of store credit only.

You are responsible for all shipping costs plus insurance. The Shower Door Store will not issue refunds on goods damaged during shipment without proper insurance.

### Part 5 TSDS Official Use Area

Approved by \_\_\_\_\_ Date \_\_\_\_\_

RGA# \_\_\_\_\_

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