



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.

FAX: 714.230.3222 | CUSTOMER SUPPORT: 714.230.3200

**Please email to [eric@bartcolighting.com](mailto:eric@bartcolighting.com)  
or fax to 714-230-3222**