



Authorization for Merchandise Return

RA# _____

This form is invalid without pre-approved Return Authorization number and customer information. To return an item for an exchange, please follow the steps listed below :

1. Print out this page.
2. E-mail us for a Return Authorization number at orders@adyawater.com with the subject header "Return Authorization".
3. In the body of your e-mail, please include your original invoice number, full name, and telephone number.
4. Once you have an RA number, write the number in the appropriate space on this form, as well as on the package next to the shipping label.
5. Complete the rest of this form.
6. Enclose the completed form in the package and ship it to:

Adya, Inc.
1430 N Old US Highway 27
Gaylord, Michigan 49735

If you have any questions or comments, please e-mail us at orders@adyawater.com. Thank you for your business and we hope we can continue to serve you in the future.

CUSTOMER INFORMATION

Name: _____ E-mail address: _____

Street address _____

City: _____ State: _____ Postal Code: _____

PRODUCT INFORMATION

Adya, Inc. cannot guarantee proper processing of a return without this information.

Please provide invoice # _____ item number(s) or product description:

REASON FOR RETURN:

Item was broken when I received it Other (please describe below):

