

PARTS RETURN AUTHORIZATION & PROCEDURE FORM.

- Fill out one copy of this form for each part being returned and include them in the shipment.
 - Securely attach a tag to each part and write the job number on the tag.
 - Carefully package all items being returned so as to avoid shipping damage.
 - Parts should be shipped to us using the most economical method available for warranty claims.
 - For returns from Canada, ship items < 120lbs by UPS ground or equivalent and items > 120lbs by freight.
 - For returns from outside Canada, please ship items < 120lbs by UPS 3 day air service or equivalent and items > 120lbs contact the parts department to arrange freight pickup.
 - Duty paperwork should describe shipment as “*elevator parts*” and state “*warranty return.*”
- **NOTE: ALL SHIPPING FEES AND DUTIES ARE TO BE PAID BY THE DEALER. IF A WARRANTY CLAIM IS ACCEPTED CAMBRIDGE ELEVATING WILL CREDIT YOU FOR THE CHARGES.**

PLEASE COMPLETE IN FULL & EMAIL PARTSORDERS@CAMBRIDGEELEVATING.COM

COMPANY/DEALER:	
YOUR NAME:	
YOUR EMAIL:	
TECHNICIAN:	
JOB NAME:	INVOICE NUMBER:
JOB NUMBER:	TICKET NUMBER:
DESCRIPTION OF PART	
REASON FOR RETURN	
WARRANTY CLAIM (CHOOSE ONE)	ITEM FAILED <ul style="list-style-type: none"> <input type="checkbox"/> WHEN POWERED UP <input type="checkbox"/> DURING INSTALL <input type="checkbox"/> AFTER INSTALL
	ITEM DAMAGED <ul style="list-style-type: none"> <input type="checkbox"/> WHEN UNPACKED <input type="checkbox"/> ON SITE
	OTHER (PROVIDE DETAILS)
ADDITIONAL DETAILS	

I HAVE ACCEPTED THE TERMS AND CONDITIONS ISSUED IN RETURNING A PART.