

TORQUE RETURNED GOODS AUTHORIZATION - INSTRUCTIONS

General Information

- 1) Print a copy of this RGA form, fill out the information as instructed below. **Include a copy of this form with your shipment.**
- 2) Please fill out the Ship-To and Bill-To addresses completely.
- 3) Please provide complete contact information, including your Mesa Labs customer number, if known.
- 4) Please ship equipment to:
Mesa Laboratories, Inc.
Attn: Torque Service Dept
12100 W. 6th Ave.
Lakewood, CO 80228

If sending in a Gold Bottle that requires a cap replacement, please send in three (3) samples of the cap with the bottle. Please specify what Torque system to use when calibrating the Gold Bottle.*

- 5) Return shipments are made by Federal Express Ground service or FedEx Freight unless you specify an alternate method. You can input your company's account number for any carrier to automatically charge your account. Otherwise we will ship under our account and add the shipping and handling costs to your invoice.

Equipment to be Returned

Serial # - Enter the serial number for each unit. If returning more than 4 units, use an additional form. If no serial number exists provide a model number or enter additional information in the space provided.

****All Gold Bottles should be shipped to Mesa in its original protective case, if possible.***

Torque Returned Goods Authorization



Ship To:

Company:	
Address 1:	
Address 2:	
City:	
State/Province:	
Zip/Postal code:	
Country	

Purchase Order #:

Contact Person:	
Email Address:	
Telephone:	

Bill To:

Check if Bill To is the same as Ship To.

Company:	
Address 1:	
Address 2:	
City:	
State/Province:	
Zip/Postal code:	
Country	

-OR- Check to pay by credit card (we will contact you to complete your transaction).

Customer Number (if known):

To be completed by Mesa Labs

RGA Number

EQUIPMENT TO BE RETURNED

If sending in a Gold Bottle that requires a cap replacement, please send in three (3) samples of the cap with the bottle. If possible, ship Gold Bottle in its original protective case.

SERIAL #'s	For Gold Bottles Calibrate On (check one):	<input type="checkbox"/> SureTorque 120S	<input type="checkbox"/> SureTorque 120	<input type="checkbox"/> Model 1502 (T1)	<input type="checkbox"/> Model 1590 (T2)	<input type="checkbox"/> Model 1600 (T2+)

The recommended calibration interval of one year will be used unless this box is checked and a calibration interval is specified. Interval:

If returned for repair, brief description of failure:

Additional info or items of concern:

Ship Via:

Customer Shipping Account # (if applicable):

Return shipment via Mesa default courier unless alternate is specified below

IMPORTANT - We highly recommend Torque machines ship via LTL Freight account

Please specify: