## Return Policy:

*Products purchased through SECO may be returned for replacement or refund within **7 days** of receipt, by following these steps*:

1. Contact SECO Customer Service at 1-800-770-7326 or cs@seco.us to obtain an RGA number.

2. Fill out the Return Goods Authorization Form in its entirety place the RGA Form in the box with the item(s) being returned.

3. Return the authorized item(s) per shipping instructions.

4. Our Replacement Department will process your request.

RGA forms can be obtained by:
- Website:  www.seco.us
- Contacting Customer Service at cs@seco.us or 800-770-7326

## SECO
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## Return Goods Authorization (RGA) Form

Company:_____ Contact Name:_____

Address:_____

City:_____ State:_____ Zip:_____

Email Address: _____

Phone: _____ Fax: _____

**RGA No:**_____ **Date:**_____
**Issued:**_____ (Obtained from SECO Customer Service)

| Qty | Part Number | Description | Reason for Return | Serial # | Order Number | Order Date |
|-----|-------------|-------------|-------------------|----------|--------------|------------|
|     |             |             |                   |          |              |            |
|     |             |             |                   |          |              |            |
|     |             |             |                   |          |              |            |
|     |             |             |                   |          |              |            |
|     |             |             |                   |          |              |            |

## Shipping Instructions:

1. Be sure to obtain an RGA number and clearly mark the outside of the box(es) with this number.

2. Ship only the items that are authorized.

3. Ship returned items to:
   *Scientific Equipment Company*
   *ATTN: Replacement Dept.*
   *15 Kent Road*
   *Aston, PA 19014*

*Shipments received by SECO without an RGA number will be refused.*

*Sample Address Label with RGA number*

John Smith                                    RMA#: 123456
XYZ Corporation
123 Main Street
                        Scientific  Equipment  Company
                        ATTN: Replacement Dept.
                        15 Kent Road
                        Aston, PA 19014

*Use this space for additional Comments:*

_____

_____

_____

***By signing below, you certify that the product(s) you are returning do not pose a health hazard to SECO personnel who may come in contact with the product(s) while processing your return request.***

**Customer Signature:**_____ **Date:**_____

**Return Approval:** _____ **Date:**_____