

# Returned Goods Request

Requested By \_\_\_\_\_ Branch \_\_\_\_\_ Contact Name \_\_\_\_\_

Date Submitted \_\_\_\_\_ Reference No. \_\_\_\_\_ Phone \_\_\_\_\_

Line#	Model/Part #	Description	PSI Action						Why Product is Being Returned			
			Original PO# to PSI	Credit	Repair/Return*	Repair Advance Replace*	Replace same item	Replace different item	Defective*	Damaged by	No longer needed	Rec'd in Error
1												
2												
3												
4												
5												
6												

\*All defective product as well as items for repair require description of problem (doesn't work is not sufficient) and date code.

Line#	EZ Code, if applies	Description of problem	Date Code

Taco EZ Codes - for qualified residential products

- 200 Electrical      Motor does not run; burned wiring; shorted
- 300 Leaks          Blown gasket; porous housing; seal leaks
- 400 Mechanical    Cracked, broken, or loose parts; bad threads, ruptured
- 500 Calibration    Improperly adjusted or misaligned
- 600 Frozen/Worn    Corrosion; mineral damage; frozen cartridge, stuck piston
- 700 Assembly        Incorrect parts, incorrectly assembled, noisy

