



## Return Goods Procedure and Policy

As an ISO 9001:2015 certified corporation quadax valves inc. is committed to providing our customers products, service and support that exceeds their expectations. With that in mind co-ax valves inc. fully understands the time and cost involved to process return material requests. We believe if all parties follow the following procedures returns can be processed in a timely manner and will allow us to provide the service and support that our customers expect of us.

### **Policy:**

#### **Return Material Authorization Numbers (RMAs)**

Before a customer ships a product back to quadax valves inc. for either repair or credit, they must obtain a valid RMA number.

To obtain an RMA they should contact the Sales Department via the following means:

- 1) Phone: 215-788-7095 ext. 4079
- 2) Email: [Vitaliy@quadaxvalves.com](mailto:Vitaliy@quadaxvalves.com)
- 3) Fax: 855-678-2329

Authorized RMA Numbers will expire 30 days from the date they are issued. Only the product and quantity specified on the form may be returned with the corresponding RMA Number. If additional product needs to be returned, contact the Sales Department to obtain a new or amended RMA.

#### **Packaging / Shipment**

The customer is responsible for packaging the goods to ensure safe and secure transport. Whenever possible they should use the original product packaging. The RMA number must appear clearly on the shipping label in bold print. **NOTE: quadax valves inc. reserves the right to refuse any product returned without a valid RMA number.** Unless other arrangements have been made by the Sales Dept., all inbound freight is to be paid by the customers. quadax valves inc. will not be responsible for lost or damaged shipments.

#### **Warranty Repair & Replacements**

Products deemed defective within warranty period are eligible for warranty repair or replacement, as determined by quadax valves inc. Warranty exclusions include but are not limited to physical abuse, modifications to the product or process without concurrence of sales dept. or tampering with seal.



### **Repair Services**

All products returned to quadax valves inc. are required to be flush cleaned of any media that could be hazardous or that could prevent the valve from being disassembled. An evaluation fee will be charged for the evaluation and repair for all units out of warranty. Prior to proceeding with the repair of a product, quadax valves inc. will send the purchaser a quote for the repair costs. The evaluation fee will be waived if the repair is approved or a replacement product is purchased.

If the customer declines to have the product repaired a written statement is required stating if the unit is to be returned to the customer or scrapped onsite. If they choose to have it returned as is, the customer is to provide the applicable shipping details.

### **Returns for Credit**

- quadax valves inc. reserves the right to inspect all returned product for condition, wear, and abuse. All returns for credit must be received in unused, undamaged, resalable condition. If the material is not in the condition it was originally sent out to the customer, the customer will bear the cost of repair. The cost charged back to the customer will be at the discretion of the Vice President of Sales with the concurrence of the Accounting Dept.
  
- The packing slip must include the following information:
  - Customer Sales Order Number
  - Customer name , address, and contact information
  - Description of the reason for the return
  - RMA number assigned by the Sales Department.