



Disclaimer - Lenova will not be held liable for the following:

- I. Labor charges, costs associated with removal and reinstallation, and any damages to other property.
- II. Normal wear and tear due to daily use.
- III. Damages caused by failure to follow care or installation instructions, improper installation or operation, accident, negligence, and misuse and/or abuse.
- IV. Unauthorized shipments and/or delivery refusals.

PRODUCT RETURN / EXCHANGE FORM

INV #		RGA #	
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CREDIT ISSUED BY:

DATE ISSUED		CM #	
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STEP 1 Fill Out Contact/Ship to Information			
P.O. #		Date of Purchase:	
Company Name:		Contact:	
Address:		City:	
State:		Zip:	
Phone #		Fax #	
E-Mail:		Assigned Rep.:	

STEP 2 List the Items You Are Returning / Exchanging and Including Reason				
* PROVIDE PICTURES FOR PRODUCTS (JPEG OR BMP FORMAT)				
Call us at 1-877-733-1098 with any questions you may have				
QTY	ITEM NUMBER	DESCRIPTION	PRICE (EA)	REASON

STEP 3 List the Items You Are Requesting				
* PROVIDE PICTURES FOR PRODUCTS (JPEG OR BMP FORMAT)				
Call us at 1-877-733-1098 with any questions you may have				
QTY	ITEM NUMBER	DESCRIPTION	PRICE (EA)	NOTE(S)

STEP 4 Field Destroy				
* PROVIDE PICTURES FOR PRODUCTS (JPEG OR BMP FORMAT)				
Prior to a Field Destroy, All Fields Below Must be Filled Out by Lenova				
Y / N	DATE	APPROVED BY:	PRICE (EA)	REASON

WAREHOUSE: _____ **ITEMS INSPECTED BY:** _____ **DATE:** _____

RETURN TO STOCK / DAMAGED IN-TRANSIT / DEFECTIVE / NOT OUR PRODUCT