

Complete the information below and forward to your local agent.

See reverse side for additional important instructions.

**Check only one product line per form**

- COLUMBIA
- DUAL-LITE
- PRESCOLITE
- HUBBELL OUTDOOR/  
INDUSTRIAL LIGHTING

Date \_\_\_\_\_

Distributor Name \_\_\_\_\_

Distributor Street Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Distributor Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Instructions**

- A. The request form must be accompanied by a new stock order of equal or greater value of the same brand.
- B. Only one product line allowed per form.
- C. To qualify for return, material requirements are as follows:
  - Material must have been purchased within the previous twelve months.
  - Life Safety products containing batteries may only be returned within six months of invoice date.
  - Material must be in original "as received" clean, unopened cartons.
  - Material must not exceed 5% of stock purchases based on prior calendar year stock sales for the product line being returned. Material must be current stock product shipped into stock (no MTO, type numbers/project names).
- D. Ineligible material returned will be scrapped and no credit will be issued.

Agent can check Distributor Return Allowance at [www.hubbellighting.com/partnership/](http://www.hubbellighting.com/partnership/)

QTY	CATALOG NUMBER	INVOICE NUMBER	PO NUMBER	NET UNIT COST	EXTENDED PRICE
<b>GRAND TOTAL</b> ➔					

PO# \_\_\_\_\_ Date \_\_\_\_\_

**AGENT** — REVIEW, SIGN, AND FORWARD TO APPROPRIATE PRODUCT LINE LOCATION. EMAIL: [RMA@HUBBELL-LTG.COM](mailto:RMA@HUBBELL-LTG.COM)  
CHECK DISTRIBUTOR RETURN GOODS ALLOWANCE AT [WWW.HUBBELLIGHTING.COM/PARTNERSHIP/](http://WWW.HUBBELLIGHTING.COM/PARTNERSHIP/)

Brand \_\_\_\_\_ Agency Name \_\_\_\_\_

Agent Signature \_\_\_\_\_ Title \_\_\_\_\_



## Distributor instructions for Stock Return Goods Authorization Request

Fill out the request completely.

Forward the request to your local Hubbell Lighting Agent. If approved, we will issue your RGA documents within ten business days after receipt of your request. PLEASE DO NOT RETURN ANY MATERIAL WITHOUT AN APPROVED RGA.

Stock is defined as those standard cataloged items that are listed in the RDC Stocking Guide. In addition, stock must meet the following criteria:

- Material must have been purchased within the previous twelve months.
- Life Safety products containing batteries may only be returned within six months of invoice date.
- Material must have shipped into stock.
  - “Sold to” and “Ship to” must be the same.
  - No type numbers/project names.
- Material must be in original “as received” clean, unopened cartons.
- Inverter Systems do not apply.
- Specials or variations do not apply, including standard cataloged items with factory installed options.
- Discontinued product does not apply.
- Material must not exceed 5% of stock purchases based on prior calendar year stock sales for the product line being returned.  
Agent can check Distributor Return Allowance at [www.hubbellighting.com/partnership/](http://www.hubbellighting.com/partnership/)

Ineligible material returned will be scrapped and no credit will be issued.

Do not add items to an approved RGA as credit may not be issued.

Be sure to return products to the designated factory prepaid with the RGA number clearly marked.

Items identified without a purchase order number will not be approved.

For maximum number of RGA's, please see the Hubbell Lighting PartnerSHIP 2015 benefits table located on the Program Overview..

5% TOTAL ANNUAL CAP BASED ON PRIOR CALENDAR YEAR STOCK PURCHASES FOR THE PRODUCT LINE BEING RETURNED.

