

## RETURN AUTHORIZATION FORM

USE THIS FORM FOR RETURN OF **\$100.00 OR LESS**

**NOTE:** RETURNS OF MORE THAN \$100.00, PLEASE CALL CUSTOMER SERVICE FOR AUTHORIZATION

PLEASE FILL IN THE BELOW INFORMATION.

**\*RETURN CANNOT BE PROCESSED WITHOUT ORDER NUMBER AND REASON\***

1. ORDER NUMBER: \_\_\_\_\_

2. CUSTOMER ACCOUNT NUMBER: \_\_\_\_\_

3. LIST ITEMS BY STOCK NUMBER: \_\_\_\_\_

ITEM	DESCRIPTION	QTY	REASON
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TO INSURE TIMELY PROCESSING OF YOUR RETURN  
PLEASE FOLLOW THE RETURN INSTRUCTIONS INDICATED BELOW**

### RETURN INSTRUCTIONS:

PUT THIS COMPLETED FORM IN THE BOX WITH THE MATERIAL AND WRITE THE ORDER NUMBER ON THE OUTSIDE OF THE BOX. PLEASE REFER TO THE FRONT OF THIS FORM FOR THE RETURN ADDRESS.

### NOTE:

THIS FORM IS TO BE USED FOR **STOCK ITEMS ONLY**, IT **DOES NOT** APPLY TO SPECIAL MATERIAL ITEMS.

YOUR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_