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Return & Credit Form

Should you need to return a part or parts for any reason, please use this form to insure the accuracy and timeliness of your credit and restocking of our inventory. If the part is to be shipped back please return this form and we will assist you with shipping instructions. Thank You!

CUSTOMER NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

INVOICE# _____ DATE: _____

PARTS RETURNED WITHOUT THE ORIGINAL INVOICE NUMBER MAY EXPERIENCE CREDIT DELAYS.

PART TYPE: _____

WAS THE PART SHIPPED YES / NO

FREIGHT: COLLECTED / PREPAID | DELIVERED: | PICKED-UP:

REASON FOR RETURN (CHECK ONLY ONE MAIN HEADING AND ONE SUB DESCRIPTION):

THIS PART IS GOOD AND SHOULD BE RESTOCKED AS IS:

- LOST THE SALE
- PART WAS NOT REQUIRED
- PART ARRIVED LATE
- WRONG PART ORDERED

THIS PART SHOULD BE RESTOCKED AFTER CORRECTING INVENTORY

- WRONG PART SENT
- WRONG SIDE SENT - CONFIRM LH/RH BEFORE RESTOCKING THIS PART

THIS PART SHOULD NOT BE RESTOCKED - THIS PART WAS DAMAGED / DEFECTIVE

CORE RETURN: _____

OTHER: _____

ADDITIONAL NOTES: _____

AMOUNT OF CREDIT REQUESTED: _____

Your assistance in completing this form and returning it with the part will help insure the timeliness and accuracy of your credit. Parts returned without full documentation may experience credit delays.