

# Return Merchandise Authorization Form

Please **INCLUDE** this form with merchandise being returned

SHADED AREA FOR OFFICE USE ONLY

Date: \_\_\_\_\_

RA #: \_\_\_\_\_

Business Name \_\_\_\_\_

Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 Address \_\_\_\_\_  
 P.O. \_\_\_\_\_  
 BOX \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

Purchased on Invoice # \_\_\_\_\_

Date Received \_\_\_\_\_

SHIP VIA:    CODE:  
 UPS            Damage  
 FedEx        Factory  
 P.Post        Error

Truck        Defective  
 Other        Customer  
                  Choice

**RETURNING:**

| STOCK NUMBER | DESCRIPTION | QTY          | PRICE |
|--------------|-------------|--------------|-------|
|              |             |              |       |
|              |             |              |       |
|              |             |              |       |
|              |             |              |       |
|              |             | <b>TOTAL</b> |       |

Total ShipChgs \_\_\_\_\_  
 Restock Fee \_\_\_\_\_  
 Return Credit \_\_\_\_\_  
 Total Credit \_\_\_\_\_

**REASON FOR RETURN:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Credit will be issued to payment in which order was placed

**EXCHANGE OR REPLACEMENT:**

| STOCK NUMBER | DESCRIPTION | QTY          | PRICE |
|--------------|-------------|--------------|-------|
|              |             |              |       |
|              |             |              |       |
|              |             |              |       |
|              |             |              |       |
|              |             | <b>TOTAL</b> |       |

RTS \_\_\_\_\_  
 RTF \_\_\_\_\_  
 SHELF \_\_\_\_\_



|                  |          |           |
|------------------|----------|-----------|
| Master Card      | Discover | Order     |
| American Express | Visa     | Total     |
| Open Account     | Check    | Sales Tax |

Card No. \_\_\_\_\_  
 Expiration \_\_\_\_\_  
 Card Holder's Name \_\_\_\_\_

Shipping \_\_\_\_\_  
 Grand Total \_\_\_\_\_