

Please print this Return Authorization Form and fill it out completely. Please enclose this along with the items that you are returning in a well-packaged box so that the items are not damaged in the return process. Please be sure to insure any package that is of significant value.

**Date Returned:** Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

**Customer Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Order #: \_\_\_\_\_ Date of Order: \_\_\_\_\_

**Reason for return:**

Ordered Incorrect Item,  Ordered Incorrect Quantity,  Defective,  Not What Expected

Other (please explain): \_\_\_\_\_

**Please list the Items being returned:**

Quantity	Stock #	Description

**Please check one of the following:**

Please issue credit for returned items,  Please issue refund for returned items.

Please place an order for the following products:

Quantity	Stock #	Description