Return Authorization Form

Name________________________________________________________ Date:____________

P.O. #________________________________________________________

Reason for Returning __________________________________________________________________________

____________________________________________________________________________________

Items ______________________________________________________________________________________

____________________________________________________________________________________

RETURNED GOODS POLICY

Procedure:

• Before returning any item call Customer Service to obtain a Return Authorization Number and shipping instructions.

• Write that number on ALL shipping labels and correspondence about the shipment. Returns made without this number will be returned to you.

• Prepare package for shipment and give to Susan Gamez, provide all back up paper work

• Give a copy of your information to Susan Gamez:
  - Return Authorization Number
  - Address where to ship to
  - Name & phone number of Customer Service Agent you spoke to
  - Any other important information

Time Limit:
Return must be made within 10 days of issuance of the return authorization number. Credit will NOT be provided without this number.