

REQUEST FOR RETURN MERCHANDISE AUTHORIZATION

THIS FORM MUST BE AFFIXED TO THE OUTSIDE OF THE CARTON OF THE MERCHANDISE BEING RETURNED

CONDITIONS ACCEPTABLE FOR RETURNING GOODS:

1. RETURN POLICY FORM MUST BE SIGNED AND ATTACHED TO THE **OUTSIDE OF THE CARTON.**
2. MERCHANDISE MUST BE RETURNED IN ORIGINAL CARTONS.
3. MERCHANDISE MUST BE IN RESALEABLE CONDITION.
4. MERCHANDISE MAY NOT HAVE BEEN PREVIOUSLY INSTALLED OR ALTERED IN ANY WAY. (WIRES CUT, ETC.)
5. MERCHANDISE MAY NOT HAVE BEEN SOLD MORE THAN 6 MONTHS PRIOR TO RETURN.
6. MERCHANDISE MUST BE SENT BACK PREPAID FREIGHT.
7. R.G.A. NUMBER MUST BE ASSIGNED PRIOR TO RETURNING GOODS.
8. REASON FOR RETURN MUST BE LISTED.
9. **30% RE-STOCKING CHARGE** APPLICABLE AND CUSTOM FIXTURES ARE NON-RETURNABLE.

YOU MUST RETURN THIS FORM COMPLETED BEFORE AN RGA# IS ISSUED

PLEASE LIST THE FOLLOWING INFORMATION:

1. CUSTOMER NAME & INVOICE # _____
(NO PRICES SHOULD BE LISTED ON THIS FORM)
2. QUANTITY, AL CATALOG CATALOG NUMBER

3. DATE OF INVOICE _____
4. PURCHASE ORDER NUMBER _____
5. REASON FOR RETURN _____
6. NAME AND TELEPHONE NUMBER OF PERSON
RETURNING MERCHANDISE _____
7. R.G.A. NUMBER ASSIGNED _____
8. TOTAL NUMBER OF BOXES BEING RETURNED _____

RETURN COMPLETED FORMS TO AL ACCOUNTING DEPT. : **FAX 631-698-2335**

E-MAIL : ***accounting@allightingltd.com***

SUBMIT FORM

THANK YOU.