

# The Fort Maywood Companies Product Return Form Return Authorization No. \_\_\_\_\_

*Instructions:* Prior to returning any item to Fort Maywood, contact the Customer Services Department at (877) 386-9963 to obtain a Return Authorization (RA) Number. The Return Authorization Number must be written at the top of this page and on the outside of each carton containing returned items. Your return must be accompanied by the original sales receipt or invoice for each item returned and this Product Return Form.

## Customer Information

Order Number

Day Phone Number

\_\_\_\_\_

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Evening Phone Number

E-mail

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Customer Name (Last, First, Middle Initial)

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip Code

\_\_\_\_\_

## Return Items

Complete all information below for each item that you would like to return to The Fort Maywood Companies for Refund or Exchange. Be sure to indicate whether you wish to exchange the item(s), (in which case you must submit an order for the new product in the normal procedure), to enclose the invoice or sales receipt, and to write the Return Authorization Number on each carton containing return items.

Item No.	Description	Quantity	Purchase Price	Date of Purchase	Exchange	Refund

Briefly describe, for each item listed above, the reason for your refund or exchange request.

Item No.                      Reason for Return \_\_\_\_\_

Please issue me a refund or exchange for the items identified above and as requested above. I understand that if I am requesting a refund, I will be refunded 90% of the net cost of the original purchase price, less shipping and handling charges. If I am requesting a refund, and paid for the return items by credit card, I authorize Fort Maywood to credit my credit card account. I further understand that, in order to receive a refund or exchange, the items that I am returning must be in resalable condition.

Customer Signature: \_\_\_\_\_

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