



Return Authorization Request Form
Complete and Fax to 901.396.8614

Return all products to 3326 Commercial Pkwy Memphis TN 38116

RA #
Date
Replacement Invoice #

Dealer Name. _____

Contact Name: _____

Phone No. _____

Address: _____

Fax No. _____

City, state _____

Quantity	Item Number	Serial Number	Invoice Number	Date of Purchase	Reason for Return
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Instructions:

1. Return Authorization Request will be authorized, assigned an RA#, and the form will be faxed back to the customer. (Be sure to include your fax number on the form.) Return Authorizations will be issued for exchange or repair within 30 days of purchase date. Please send a sample of problem with all returns.
2. Include copy of invoice/packing slip showing purchase of item to be returned (serial number must match invoice)
3. Returned equipment must be in the original box and packing with all attachments, cartridges, cords, manuals, etc. All equipment returned with insufficient packaging or improper shipping will be returned to customer at customers expense.
4. RA # must appear on the label only and a copy of this form must be enclosed.(PLEASE DO NOT WRITE ON BOX)
5. All defective items will be checked for defects. If none are found the item will be returned to customer at customer's expense.
6. All items return with out accessories will be deducted from credit.
7. Collins Distributing reserves the right to deduct a restocking fee to any item.

<p>NO RETURNS AFTER 30 DAYS</p>
--