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RETURN MERCHANDISE AUTHORIZATION (RMA) FORM

RMA#: _____
 DATE: _____

This form will initiate your request for the return of product to Tollis Enterprises.

Company Information

COMPANY NAME:

CONTACT NAME:

TELEPHONE NO.

FAX NO.

ADDRESS:

CITY:

STATE:

ZIP:

EMAIL ADDRESS:

Qty	Part #	Model #	Order #	Description	Reason for Return

COMMENTS:

CUSTOMER SIGNATURE: _____

DATE: _____

REPLACEMENT POLICY

(Please refer to our Terms of Use)

Products purchased through Tollis Enterprises and under warranty* may be returned for replacement by following these steps:

1. Fill out the Return Merchandise Authorization (RMA) Form in its entirety. RMA number must be obtained prior to shipping. Incomplete RMA forms will be refused.
2. Place signed RMA Form and a copy of the Purchase Order in the original shipping box with item(s) being returned **(Return Authorized Item(s) ONLY)**.
3. Clearly print the RMA Number on the outside of the shipping package and ship to:
 RMA# _____
 Laubach Companies
 C/O Tollis Enterprises
 2701 Rector Road
 Paragould, AR. 72450
4. Once returned, our replacement department will process your request.

NOTE: The above steps must be followed completely to ensure replacement or credit to your account. All custom orders are final and non-refundable.