

# Return Authorization Request



We apologize that your shipment was not to your satisfaction. We will rectify the problem as soon as possible. **Please fill in the required information below and we will process your return in a timely manner.** This information is for internal use only; none of the following will be distributed to any other parties. See our privacy statement for more information.

**\* Indicates a required field.**

*Name _____		
*Company _____		
*Phone _____	*Fax _____	
Email _____		
Please provide us with the 5-digit invoice number you wish to return. You can find this information on your packing slip, box label or in the top right corner of your invoice.		
*Order Date _____	*Invoice Number _____	
*Please tell us what you wish to return. You may indicate the entire order or specific items.		
<input type="checkbox"/> <b>RETURN ENTIRE ORDER</b>		
Reason for Return: _____		
<b>OR</b>		
<input type="checkbox"/> <b>RETURN PARTIAL ORDER</b>		
Quantity	Item Number	Reason for Return

**Please fax this completed form AND a copy of your invoice to us at (334) 271-7041.**

If approved, a Return Authorization (RA) # will be issued to track the return of your merchandise.

**REMEMBER: NO CREDIT WILL BE ISSUED IF MERCHANDISE IS SENT BACK WITHOUT AN RA #.**

**PLAN A:** Our courier will deliver a copy of the Return Authorization form when he delivers your next order.  
(PLEASE KEEP IT IN A SAFE PLACE, AS IT IS YOUR PROOF THAT THE RETURN WAS AUTHORIZED.)

or

**PLAN B:** If you do not have another order in process and you want to be sure to make your return within the 30 day deadline, bring your RA # and the merchandise to our drive-through service entrance at our new location: 5715 Carmichael Road.

**Please note that all returned merchandise must be in its original packaging and in saleable condition. However, Wilson & Wilson, Inc. reserves the right to deny credit or issue a partial credit for the merchandise that has been compromised, i.e. opened or incomplete. NO RETURNS AFTER 30 DAYS. Thank you for your information. We appreciate your business!**

\*Authorized Signature: \_\_\_\_\_