

# Sierra

## RETURN AUTHORIZATION FORM

RA#: \_\_\_\_\_ Today's Date: \_\_\_\_\_

*Returns over 30 days may be charged a 15% restocking fee. Please fill this form out completely!*

Account Number: \_\_\_\_\_ Department: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Picking Ticket / Invoice #: \_\_\_\_\_

Copy of Picking Ticket / Invoice Attached?:  YES  NO

No returns will be accepted without either the picking ticket or invoice number. This form is proof of pick-up only. Credit will be issued once the merchandise is determined to be in re-saleable condition. Special orders are not subject to return. Thank you.

### Items To Be Returned:

Mfg. Code	Stock Number	Qty.	U/M	Description	Reason #

Reasons for Return: *Please list the reason number in the box above.*

1. Pulling error by Yuletide
2. Pulling error by wholesaler
3. Billing error
4. Duplicate order
5. Samples
6. Customer Service error
7. Purchasing error
8. Shorted by Yuletide
9. Shorted by wholesaler
10. Salesman error
11. Customer did not order
12. Customer ordered wrong
13. Defective / Damaged
14. Merchandise destroyed

Please explain damages and defects in detail here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Our return policy is pickup and 100% credit no matter whose fault it is (except set-up furniture) for items returned within 30 days in re-saleable condition, with all packaging, instructions, etc. returned intact. Special orders, custom orders and open software are not returnable. Just call your sales representative at 901-372-8588.*

Customer Signature: \_\_\_\_\_ Picked Up By: \_\_\_\_\_ Returns Clerk: \_\_\_\_\_