

# MERRILL Y. LANDIS, LTD.

## Hardware Return for Credit Authorization Form

Date Return Requested by Customer: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Customer Code: \_\_\_\_\_ Customer Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Side Mark: \_\_\_\_\_ Order #: \_\_\_\_\_ Invoice #: \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Explanation / Reason for Return:

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MYL Response: Do Agree \_\_\_\_\_ Do Not Agree \_\_\_\_\_ MYL Contact Person: \_\_\_\_\_

Notes:

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Credit Information: Apply to Credit \_\_\_\_\_ Open Credit \_\_\_\_\_ Rods: HC - Yes No

Qty	Unit	Stock #	Price	Discounts Given	Total Invoiced	Deduct Restock Charge	Total \$ Credit

### Return Procedure:

- Call MYL Hardware Dept. for Authorization at 215-723-8177 Ext. #216
- Complete the Hardware Return for Credit Authorization Form
- Please have the Customer Name, Side Mark, Invoice #, Order #, and Invoice Date available for items you are returning.
  - Must be in original package with all parts - No Returns on Open Packages or Custom Rods
  - Must have been purchased from MYL within the last 6 months
  - A restocking fee of **25%** for **Kirsch** will be charged & Confirmation of Return Authorization will be faxed to you
    - If older than 6 months, there will be a **50%** restocking fee
  - A restocking fee of **35 %** for **Select & House Parts** will be charged – Confirmation of Return Authorization to be faxed to you
    - If older than 6 months, there will be a **50%** restocking fee
- NOTE: Custom Kirsch Hardware is **not returnable**
- NOTE: Special Order Kirsch Hardware is **not returnable**
- NOTE: Somfy-Glydea Motorized Track are Custom Special Order Products are **not returnable**
- NOTE: Gould, Paris Texas & The Finial Company Hardware are Custom Made to Order and are **not returnable**
- **A copy of the Hardware Return for Credit Authorization Form should be attached to hardware when returned.**