



AAA Imports

innovative horticultural pottery

Return Authorization Form

To ensure proper crediting of your return, please complete this form and attach it with your return items. Please submit one Return Authorization Form per Invoice. **NOTE: Any and all claims must be reported to AAA Imports within 10 days of receipt of the merchandise.** The customer is responsible for the shipping arrangements and any/all charges unless otherwise agreed upon by AAA Imports.

You will be notified of the status of your return and a Return Authorization Number (RA) will be issued. On the cartons being returned, please include the RA number on the outside of each carton, near the shipping label. **Please include a photocopy of the Invoice.**

Return _____ Credit _____

Name of Company: _____

Contact Person: _____ Phone: _____

Invoice Number: _____ Invoice Date: _____

Reason for return / credit: _____

<i>Item Number</i>	<i>Description</i>	<i>Broken Pot Size</i>	<i>Pieces</i>	<i>Discount %</i>	<i>Unit Price</i>	<i>Subtotal</i>

~~~~~ For Office Use Only - Do not write below this line ~~~~~

Return Authorization: Approved \_\_\_\_\_ Denied \_\_\_\_\_ By: \_\_\_\_\_

If approved: R.A. # \_\_\_\_\_

If denied: Reason \_\_\_\_\_