



6416 Orchard Oriole Lane
 Lakewood Ranch, FL. 34202
 (877) 945-4555 • Fax (941) 538-0425

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# _____
 Tollis Enterprises(RMA)
 109 Sands Rd.
 Reidsville, NC 27320
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.