



Tolpa's Auto Parts Return Authorization Form

Should you need to return a part or parts for any reason, please use this form to insure the accuracy and timeliness of your credit and restocking of our inventory.

Thank You

MOST IMPORTANT!: Tolpa's Auto Parts invoice number you wish credited: _____

Parts returned without the original invoice number will experience credit delays.

Customer Name _____ Phone Number _____

Date of Purchase _____ Part Name: _____

(For multiple parts, please photo copy this form)

Reason for return: Circle one

- 1) Lost Sale - Tolpa's Auto Parts should restock this part as is
- 2) Late Deliver/Ship – Tolpa's Auto Parts should restock this part as is
- 3) Pre-order car totaled – Tolpa's Auto Parts should restock this part
- 4) Damage/defect: – Tolpa's Auto Parts should re-inspect this part to determine if it should be junked or restocked with a new description
- 5) Mechanical Failure – Tolpa's Auto Parts should core or rebuild this part
- 6) Inventoried Wrong - Tolpa's Auto Parts should determine correct interchange # (if you know the correct #, what is it? : _____)
- 7) Tolpa's Auto Parts sent wrong part – Tolpa's Auto Parts should restock this part as is
- 8) Got a better price from another vendor – Tolpa's Auto Parts should restock this part
- 9) I or my customer ordered wrong – Tolpa's Auto Parts should restock this part as is

Other: _____

Additional notes: _____

Amount of credit you are requesting: _____

Your assistance in completing this form and returning it with the part will help insure the timeliness and accuracy of your credit.

Parts returned without full documentation may experience credit delays.