



Fax: 315-896-7186

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### 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

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**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: \_\_\_\_\_

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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.**