Terra Tile Return Material Authorization

Customer				
PO#				
Quantity	**Item #**	**Description**	**Reason Code #**	**Exchange or Return**
	25% Restocking Fee Applies			

Return Reason Codes

Record appropriate number in the Reason Code # column above.

1. Wrong quantity received
2. Wrong merchandise received.
3. Purchased elsewhere.
4. Damaged in shipping.
5. Duplicate order.
6. Product defective.
7. Arrived late.
8. Product different from catalog.
9. Related item not sent.
10. Customer not satisfied.
11. Incorrect item ordered.
12. Incorrect quantity ordered.
13. Other _____

Please notify Terra Tile @ 949-584-5670 when returning the material to Anaheim Warehouse. Thank You.

Approved By: Greg Heydenreich

Boxes not opened or damaged - Warehouse will not accept them.

Company use Date Received	DDC Receipt #	Restocking Fee	Credit issued	Credit memo #