



RSVP International

P: 800.275.7787

E: customerservice@rsvp-intl.com

Returned Goods & Credit Policy

RSVP International will authorize the return of missent or factory defective merchandise for full credit. A Request for Return Authorization (RA) must be made within 30 days of receipt of merchandise. Return will not be accepted without prior approval. Please complete and email this form to customerservice@rsvp-intl.com to request approval. All returned merchandise must be in saleable condition and may be subject to a 25% restocking fee. Please review your order immediately upon receipt—no credits or claims will be accepted after 30 days.

RSVP International will not accept returns for the following:

- Any custom merchandise including custom designs, packaging, or labeling.
- Damage caused by customer’s handling and/or storage.
- Shop worn merchandise or merchandise altered from its original condition.
- Undisputed amount of invoice is still due within the invoice terms.
- Claims for lost shipments, or damage caused by freight carrier should be filed with the freight carrier directly.

REQUEST FOR RETURN AUTHORIZATION

Customer Information:

Date: _____

Invoice Number: _____

Company: _____

PO#: _____

Contact Name: _____

Phone Number: _____

Email: _____

Order Information:

	ITEM NUMBER	QUANTITY	PRICE	REASON FOR REQUEST/DETAILS ON ISSUE
SHORTAGE				
OVERAGE				
DAMAGE OR DEFFECTIVE				