

# RETURN MERCHANDISING FORM



In order to expedite the processing of your return, please fill out this form completely and include it in the package.

## Customer Information

Full Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

RMA #: \_\_\_\_\_ Email: \_\_\_\_\_

## Product and Return Information

CODE	PRODUCT NAME	QTY	UNIT PRICE	REASON FOR RETURN

(IF YOU NEED MORE SPACE, PLEASE LIST THE ITEMS AND DETAILS ON THE BACK OF THIS PAGE)

## TERMS:

1. Haylie Pomroy Group will not accept any products returned without an RMA number.
2. Products must be returned within 30 days of purchase. A 25% restocking fee will be applied to orders returned more than 30 days past their date of receipt by the customer.
3. All products must be returned unused, unopened and in good condition.
4. Pack the item securely in the original package if possible. Include the original packing list in your shipment and this RMA form.
5. All return shipping charges must be prepaid. We cannot accept C.O.D. deliveries. Original shipping and handling charges are non-refundable.
6. For your protection, we recommend that you use UPS or Insured Parcel Post for your return.  
Ship to:  
**Haylie Pomroy Group, Inc.**  
**351 Linden Street #160**  
**Fort Collins, CO 80524**  
**Attn: Product Returns**
7. If your return is accepted, your account will be credited within 10 business days of our receiving your returned product(s).

Any returned item not meeting the above conditions will NOT receive credit and will NOT be returned to you.