



946 W. Lincoln Street, Phoenix AZ 85007 Bus: (602) 252-1280 Fax: (602) 252-1668

To: *Our Valued Customers*

RE: **Return policy**

Thank you for your inquiry regarding Excess Distributor's return policy.

Excess has a 30-day "no questions asked" return policy (See attached). Material must be returned in the same condition and packaging as it was received and must be returned to our warehouse within 30 days of the original invoice date. Freight charges (if applicable) are non-refundable. A copy of Excess Distributor's original invoice and completed "Request for Return of Material" form must accompany the material at the time the material is being returned.

Excess Distributors is very unique in the diversity of products we have in our inventory. Many of the items are one of a kind, hard to find, discontinued, or products that have a long manufacturer lead-time. Unlike a regular electrical supply house once we're out of an item we may never have it again. With this in mind, material not on our shelf can be a lost sale forever.

This 30-day period should not only allow ample time for your customers to determine their need for the material but it allows us to continue to offer our customers a 20% discount off of their normal into stock pricing on materials.

Thank you again for your inquiry and for your valued patronage.

Excess Distributors Incorporated (EDI)

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Phoenix, AZ 85007

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30-Day Return Policy

Distributor Return Policy: Excess Distributors has a 30-day return policy. Material must be returned in the same condition and packaging as it was receive and must be returned to our warehouse within 30 days of the original invoice date. Freight charges (if applicable) are non-refundable.

A copy of Excess Distributors' invoice and this form must accompany the material at the time it is returned.

Material outside the above policy is not returnable.

Required Return Information

The following material meets the above requirements:

Excess Dist. Invoice number: _____ (Copy of invoice **must be attached**)
Original Invoice Date: _____ - _____ - _____ (Must be returned to Excess Warehouse within 30 days of this date)
Date material returned: _____ - _____ - _____ (This is the date material is **received** at Excess)

Quantity	Item(s) being returned	Unit price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Amount of Credit requested.....		_____

Distributor requesting return: _____
Person requesting return: _____
Contact phone number: _____
Distributor's Reference number: _____ (Customer's Debit memo number if applicable)

Reason for return: _____

Material does not meet the above requirements and is therefore non-returnable.

Date: _____ - _____ - _____ **by:** _____

Material received at Excess Distributors on _____ - _____ - _____

by: _____

Material has been inspected and credit of \$ _____ is approved by: _____