



# RETURN MERCHANDISE FORM

- 1.) You may return merchandise (for any reason) as long as it is returned within 30 days of the date of your invoice.
- 2.) Please fill in all details required by this return merchandise form, place the form inside the original carton along with the merchandise to be returned, and the original invoice.
- 3.) Merchandise must be returned complete and unaltered in the original cartons and properly packed with the original inner packing materials.
- 4.) All returned merchandise must be returned by **INSURED PARCEL POST**.
- 5.) If returned with 30 days, and received in good original condition, we will refund the full purchase price of the item (less the shipping charges). If the merchandise is returned to us due to our error in your shipment (e.g. wrong quantity, wrong item, or defective item) we will refund the full purchase price, all shipping charges, plus your cost of return insured parcel post shipping and taxes if applicable.

**Damaged / Defective Merchandise: Before attempting your return,** please contact customer service via phone (800-424-9324) or email (customerservice@antiquelampsupply.com) to resolve any damage claims or defective items.

Please provide **COMPLETE INFORMATION** regarding your return msde. below

Date \_\_\_\_\_ Daytime Phone No. \_\_\_\_\_  
 Your Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 PO Box \_\_\_\_\_ City/State \_\_\_\_\_

IAM RETURNING: Reference Date \_\_\_\_\_ Reference Number \_\_\_\_\_

Item No.	Item Description	Quantity	**Reason for Return (see below)	Total Price
RETURN TOTAL				

<p>**Reason for Return (fill in appropriate letter above that best describes the issue)</p> <table style="width: 100%;"> <tr> <td>A. Damaged</td> <td>E. Ordered wrong item</td> </tr> <tr> <td>B. Defective</td> <td>F. Not as described</td> </tr> <tr> <td>C. Dissatisfied</td> <td>G. Not as pictured</td> </tr> <tr> <td>D. Incorrect item</td> <td>H. Shipping damage</td> </tr> </table>	A. Damaged	E. Ordered wrong item	B. Defective	F. Not as described	C. Dissatisfied	G. Not as pictured	D. Incorrect item	H. Shipping damage	<p>Additional Comments Regarding Your Return:</p> <p>_____</p> <p>_____</p>
A. Damaged	E. Ordered wrong item								
B. Defective	F. Not as described								
C. Dissatisfied	G. Not as pictured								
D. Incorrect item	H. Shipping damage								

\_\_\_\_\_

\_\_\_\_\_

*Handy Return Shipping Label*

**SHIP TO:**

**ATTN: Returns / Antique Lamp Supply**  
**c/o B & P Lamp Supply, Inc.**  
**843 Old Morrison Hwy**  
**McMinnville, TN 37110**

**FOR OFFICE USE ONLY**

Invoice Date \_\_\_\_\_

Date Received \_\_\_\_\_

Customer No. \_\_\_\_\_

Returned Via:  
 Insured Parcel Post  
 Other

Reason For Return:  
 Damaged  
 Defective  
 Restocking  
 Error

Return Total \_\_\_\_\_

Original Shipping Charge \_\_\_\_\_

Return Shipping Charge \_\_\_\_\_

Taxes \_\_\_\_\_

Return Credit \_\_\_\_\_

TOTAL Credit or Refund \_\_\_\_\_

Merchandise Disposition:  
 Returned to Stock  
 Returned to Showroom  
 Returned to Factory  
 Other

Notes:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_