

Return & Credit Form

Bay Auto Parts Inc. & Sharp Auto Parts LLC

Should you need to return a part or parts for any reason, please use this form to insure the accuracy and timeliness of your credit and restocking of our inventory.

Thank You!

MOST IMPORTANT!: Invoice number you wish credited: _____

Parts returned without the original invoice number may experience credit delays.

Part Name: _____ (For multiple parts, please photo copy this form)

Reason for return: Circle one

- 1) Lost Sale - This part is good and should be restocked as is
- 2) Not Needed After All – This part is good and should be restocked as is
- 3) Late Deliver/Ship – This part is good and should be restocked as is
- 4) Damage/defect: Junk – This part should not be restocked
- 5) Damage/defect: problem – This part should be re-inspected to determine if it should be junked or restocked with a new description
- 6) Mechanical Failure – This part should be cored or rebuilt
- 7) Inventoried Wrong - Determine correct interchange # for this part then restock it (if you know the correct #, what is it? : _____)
- 8) Wrong part sent – This is a good part but should be restocked as something else: _____
- 9) Wrong part ordered - I or my customer ordered wrong – This is a good part and should be restocked as is
- 10) Wrong side sent – Confirm LH / RH before restocking this part
- 11) This is the core for which I was charged a core deposit and I am requesting a refund of the core deposit only

Other: _____

Additional notes: _____

Amount of credit you are requesting: _____

Are you entitled to a credit on freight?: Yes / No

Your assistance in completing this form and returning it with the part will help insure the timeliness and accuracy of your credit.

**Parts returned without full documentation
may experience credit delays.**