MERRILL Y. LANDIS, LTD.
EST. 1948

Custom Window Treatment Workroom & Products Distributor to the Trade

20 S. Third Street | PO Box 249 | Telford, PA 18969 | 215.723.8177 | hardware@mylltd.com

www.mylltd.com

Hardware Return for Credit Authorization Form

Date Return Requested by Customer: _____ Date of Return: _____

Customer Code: _____ Customer Name: _____ Contact: _____

Side Mark: _____ Order #: _____ Invoice#: _____ Inv. Date: _____

Explanation / Reason for Return: _____

MYL Response: Do Agree ☐ Do Not Agree ☐ MYL Contact Person: _____

Notes: _____

Credit Information: Apply to Credit ☐ Open Credit ☐ Rods: HC Yes No

Qty	Unit	Stock #	Price	Discounts Given	Total Invoiced	Deduct Restock Charge	Total $ Credit
		-					
		-					
		-					
		-					
		-					
		-					
		-					
		-					
		-					
		-					
		-					

Return Procedure:

- Call MYL Hardware Dept. for Authorization at 215-723-8177 Ext. #216
- Complete the Hardware Return for Credit Authorization Form
- Please have the Customer Name, Side Mark, Invoice #, Order #, and Invoice Date available for items you are returning.
  - ◊ Must be in original package with all parts - No Returns on Open Packages or Custom Rods
  - ◇ Must have been purchased from MYL within the last 6 months
  - ◇ A restocking fee of **25%** for **Kirsch** will be charged & Confirmation of Return Authorization will be faxed to you
    - If older than 6 months, there will be a **50%** restocking fee
  - ◇ A restocking fee of **35 %** for **Select** will be charged – Confirmation of Return Authorization to be faxed to you
    - If older than 6 months, there will be a **50%** restocking fee
- NOTE: Custom Kirsch Hardware is **not returnable**
- NOTE: Special Order Kirsch Hardware and Motorization is **not returnable**
- NOTE: Somfy-Glydea Motorized Track are Custom Special Order Products are **not returnable**
- NOTE: Paris Texas & The Finial Company Hardware are Custom Made to Order and are **not returnable**
- **A copy of the Hardware Return for Credit Authorization Form should be attached to hardware when returned.**