# LOOP-LOC

## **RETAIL MERCHANDISE RETURN FORM**

HOMEOWNER INFORMATION			1	
NAME:	<b>RGA</b> #			
ADDRESS:	ADDITIONAL SHIPPING INFORMATION:			
CITY:				
STATE: ZIP:		ADDRESS:		
PHONE NUMBER:				
CONTACT PERSON:				
EMAIL ADDRESS:				
	REASON FO	R RFTURN		
REPAIR CHECK FOR WARRANTY				
( PLEASE NOTE ALL REPLACEMENT CO *Please contact custo				UGH A DEALER )
Do you know the original order # or any original informa			•	
What material type is the cover made of:				
		] Tan Gra		
Please check appropriate box:				
	ORDER	f not checked, we will c	onsider this an estimate	e.)
Briefly describe reason for return:	-			,
Please be sure to remove all springs f	rom the cove	before Shipping o	or Dropping the co	over off at our
facility to prevent further damage.			-	
An Inspection/design fee of \$9		arged if you reque o work done.	est a cover to be re	turned
30				
28				
26				
24				
22				
20 18				
16				
14				
12				
10				
8				
6				
4				

2 4 6 8 10 12 14 16 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 48 50 52 54 56 58 6

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### GUIDELINES FOR RETURNING COVERS FOR REPAIR

#### Please Note:

### **Repairs are done Year Round**,

with a maximum turnaround of 3 weeks!

( PLEASE NOTE ALL REPLACEMENT COVERS & ALTERATIONS MUST BE DONE THROUGH A DEALER )

\*Please contact customer service for an authorized dealer in your area

NOTE: Please Be sure to remove all springs from the cover before shipping or dropping the cover off at our facility to prevent further damage. Springs not removed will be subject to a \$75.00 removal fee. An Inspection/design fee of \$96.00 will be charged if you request a cover to be returned with no work done.

#### THE FOLLOWING INFORMATION MUST ACCOMPANY EACH COVER RETURNED:

- Your name, address and telephone number.
- •The original LOOP-LOC Order Number (if available).
- •The reason for the return, along with a brief description of what you would like done.

#### FOR YOUR CONVENIENCE:

See reverse side for

LOOP-LOC'S Merchandise Return Form

- call our Customer Service Department with any questions -

## - AVOID PENALTY CHARGES -

All covers returned to LOOP-LOC <u>MUST</u> be clean and dry on both sides or a \$210.00 cleaning fee <u>will be charged.</u>

\*\*NO EXCEPTIONS TO THIS WILL BE CONSIDERED\*\*

LOOP- LOC LTD. 390 MOTOR PARKWAY HAUPPAUGE, NY 11788 800-562-5667, IN NYS 631-582-2626 FAX: 631-582-2636 WWW.LOOPLOC.COM