

RETURN AND EXCHANGE FORM

▼ Print this form & Use label below ▼

It is not uncommon to have application questions on many of the products we carry. Before returning any product, please contact our technical department at 800-334-9291 6:00AM - 9:00PM CST Monday through Friday

Damaged in shipment?

Please save the item and its packaging, then notify us by phone using our toll free number 800-334-9291. We will notify the carrier to inspect and arrange for the pick up of the damaged item.

Please print all information Cust # _____

Name _____

Address _____

City _____

State _____ Zip _____

Daytime phone # _____

All items must be returned within 30 business days in original box and be in new condition, or they will not be accepted. Books are returnable within 7 days of receipt. Shipping charges are not refundable. VHS/DVDs, Audio Tapes, Computer Software, CD's, Test Chemicals, Reports, Custom Orders and Leased Items are not returnable and will be refused by our receiving department.

Returns on Little Giant Ladders will not be accepted at Professional Equipment, please contact customer service for authorization and return instructions to manufacturer

Return Merchandise Please insure any merchandise you are sending back.

Qty	Item Number	Description	Reason Code

- ### Reason for Return
1. Incorrect Item ordered
 2. Incorrect item shipped
 3. Defective item
 4. Not as advertised
 5. Damaged in shipment (save box & all contents for claim & contact us immediately)
 6. Item unavailable when needed
 7. Already purchased this item
 8. Poor quality
 9. Too advanced for application
 10. Other _____

Desired Action

_____ replacement _____ credit my PE account for future purchases

_____ exchange _____ refund my payment

Exchange or Replacements

To make exchanges easier, please list items you would like to exchange or replace

Qty	Item Number	Description

Payment for Difference On Exchange Items

Check enclosed

Credit Card Type _____

Card No. _____

Exp. Date _____

Signature _____

If you wish to place a new order:

Call 800-334-9291 24 hours a day seven days per week or fax your order form to 888-776-3187
Also, visit our website at www.professionalequipment.com

PROFESSIONAL EQUIPMENT
ATTN: RETURNS DEPARTMENT
401 S. WRIGHT RD.
JANESVILLE, WI 53547-5197

PROFESSIONAL EQUIPMENT
ATTN: RETURNS DEPARTMENT
401 S. WRIGHT RD.
JANESVILLE, WI 53547-5197