



AIYA DESIGNS

152 Prospect Pl., Alpharetta, GA 30005

RETURN AUTHORIZATION FORM

Date: _____

Customer: _____

DIRECTIONS: Please fill out this form, sign and send it back to us for approval via email or fax. Once approved, your RA will be filled in and sent back to you.

FAX: 770-740-9529

EMAIL: Accounting@aiyadesigns.com Thank you!

**If you have any questions or concerns, please feel free to give us a call in the office at 770-664-1818

ATTENTION: _____

Please complete return below and Select Items to Stock Balance Against:

ITEM NUMBER	INVOICE NUMBER	INVOICE DATE	COST	NEW ITEMS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

STOCK BALANCING POLICY:

1. Items returned for stock balancing up to one year from the date of purchase good for fully paid past and new invoices DOLLAR FOR DOLLAR
2. Items returned for stock balancing from one year to two years old good for fully paid past and new invoices 2 for 1. i.e. for every 2 DOLLAR SPENT 1 DOLLAR OF MERCHANDISE ELIGIBLE FOR RETURN
3. Items returned for stock balancing from two years to three years old good for fully paid past and new invoices 3 for 1. i.e. for every 3 DOLLAR SPENT 1 DOLLAR OF MERCHANDISE ELIGIBLE FOR RETURN
4. Items more than 3 years old are subject to a 25% restock fee and good for fully paid past and new invoices 3 for 1. i.e. for every 3 DOLLAR SPENT 1 DOLLAR OF MERCHANDISE ELIGIBLE FOR RETURN
5. Previously Stock balanced items are ineligible for dollar for dollar but may be eligible for 2 for 1.

AIYA DESIGNS CREDIT DEPARTMENT

Please fax/email back for RA # _____

Customer Signature:

OFFICE USE ONLY:

Date of Authorization:

Employee Name:

Employee Signature: