



If for any reason you need to make a return, please complete the merchandise return slip below and follow the simple instructions on the back. By doing so, you will ensure rapid processing of your return or credit.

### Return Shipping Procedure On Back

Return Good Authorization Number		
Name		
Address		
City	State	Zip

### Reason For Return

- Defective                       Damaged In Shipping  
 Received Wrong Merchandise  
 Ordered Wrong                 Other (please explain)

Please Explain In Detail \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note - Returns received with no authorization number are subject to a 40% restocking fee.**

**Customer Service  
1-800-289-2237**

The enclosed UPS Authorized Return Service (A.R.S.) label makes it easy for you to return merchandise.

### Here's all you need to do:

#### **STEP 1: Call Baer Customer Service 1-800-289-2237**

Call Customer Service and explain that you have a return that needs to be made.

After explaining the reason for the return, the Representative will assign you a Return Goods Authorization Number.

#### **STEP 2: Complete it.**

Complete the front side of this Return Slip and the front of the A.R.S. label. Please make sure you write the Return Authorization number on both documents.

For the A.R.S. label, place the authorization number in the Ref. # Field.

#### **STEP 3: Package it.**

Place your merchandise into a suitable carton. (Use original packaging whenever possible.)

Always use cartons in good rigid condition with all flaps intact. Be sure to use enough packing materials so that merchandise fits securely.

#### **STEP 4: Enclose it.**

A small step, but the most important.

Place this card inside the package on the top of the merchandise. This card will help Baer Supply Company ensure rapid processing of your return.

#### **STEP 5: Seal it.**

Close the carton with heavy-duty shipping tape.

Do not use masking or cellophane tape; these are not strong enough for a proper seal.

Cross out, remove, or tape over any old address labels

#### **STEP 6: Label it.**

Attach the UPS A.R.S. label to the top of the carton.

Do not place the label over tape or seams.

Retain the A.R.S. label detachable tracking number at the top for your records.

#### **STEP 7: Send it.**

Give the package to the next UPS driver you see.

You may also bring the package to any UPS Customer Counter. Your A.R.S. package will be accepted free of charge.

### **Important!**

THIS A.R.S. LABEL AND RETURN SLIP ARE VALID ONLY FOR THIS SHIPMENT ONLY. FOR ADDITIONAL RETURNS PLEASE CONTACT CUSTOMER SERVICE.