

Order Cancellation Facsimile Form

Our Policy

For goods stocked by your distributor, an Order Cancellation Form will be accepted if your distributor has not shipped the order. In the event that your order has already left their warehouse, please refer to the Returned Goods Form.

The client is responsible for all PayPal administrative charges incurred when products are purchased via PayPal and canceled thereafter. These charges are a direct result of PayPal's policies. A Credit will be issued to the client, minus all PayPal administrative charges, including an additional \$25 distributor administration processing fee.

All Order Cancellations are pending until your distributor confirms and provides a Cancellation Authorization Number which will detail all applicable fees. This response may take up to thirty (30) business days.

Failure to comply fully with these requirements will result in the manufacturer or distributor not assuming any liability whatsoever for cancellation of an order. Customers shall remain liable for payment in full.

Please complete this form in its entirety and Fax to your distributor.

Distributor Information

Date and Time of Purchase	
Full Name of Distributor	
Telephone Number with area code and extension	
Fax Number with area code	

Billing Information

Complete Legal Company Name	
Current Street or P.O. Box Address	
City	
Province/State	
Postal Code/Zip Code	
Country	

Shipping Information

Complete Legal Company Name	
-----------------------------	--

Current Street Address	
City	
Province/State	
Postal Code/Zip Code	
Country	

Contact Information

Contact's First and Last Name	
Phone Number including Area Code and Extension:	
Contact's email	
Fax Number including Area Code	

Order Information

Method of Payment	
Invoice Number/Packing Slip Number	
Purchase Order	

Product Code	Quantity	Description
Reason for Cancellation:		

Product Code	Quantity	Description
Reason for Cancellation:		

Product Code	Quantity	Description
Reason for Cancellation:		

Product Code	Quantity	Description
Reason for Cancellation:		

Product Code	Quantity	Description
Reason for Cancellation:		

Product Code	Quantity	Description
Reason for Cancellation:		

Pending Order Cancellation Authorization

Thank you for your fax. Once we have reviewed your Order Cancellation Form, you will be contacted within the next two (2) business days with a response.

Regards,
 Your Distributor
 Customer Service Department