

July 26, 2010

TOP EQUIPMENT ANNUAL PARTS RETURN POLICY

- A) An annual return may be submitted for review starting Sept.1st thru Oct.31st.
***** (The parts list **must be received** by Oct.31st) *****
Please fax return parts list to 512-863-8050 **Attn: Annual Parts Return.**
All annual returns must physically be received by TOP Equipment no later than Nov. 15th.
Any annual return received after Nov. 15th will be refused.
- B) TOP Equipment will return the submitted list with the approved parts and labels to be place on each item.
Parts returned without pre-approval **AND/OR WITHOUT TOP EQUIPMENT LABELS** will be subject to a 40% restocking fee. **NO EXCEPTIONS!**
- C) There will be a 15% restocking fee on annual returns.
TOP stock dealers are exempt from the restocking fee.
- D) **Items that will not be accepted:**
- 1) Parts with a shelf life--belts, fuel lines, oil lines, oil seals, etc.
 - 2) Obsolete and superseded parts
 - 3) Electrical parts
 - 4) Over stocked parts
 - 5) Will not accept less than package quantities on parts sold in 10's and 5's
 - 6) Parts with writing on them, such as pricing, etc.
 - 7) Used, incomplete, scratched or dirty parts that are not in resalable condition
 - 8) Quantities exceeding the approved amount
 - 9) Parts not properly packaged and identified with part number
 - 10) Will not accept parts with outdated packaging
 - 11) Items that were not purchased from TOP Equipment
- E) Please do not place return labels directly on parts. A 15% restock fee will be applied if labels need to be removed.
- F) All parts will be inspected when returned. TOP Equipment reserves the right to refuse any part which is not acceptable under the guidelines of this program. Parts that are unacceptable will be returned with the next parts order or at dealers expense.