Mr. Heaterbox
& INTERIOR RESTORATION SERVICES

4126 Henderson Rd. Harrowsmith, ON K0H 1V0 Canada
Phone: +1 (613) 532-2587 Email: MrHeaterbox@KOS.net

RMA FORM

DATE: _____ **WO#** *(shop use)*: _____

CUSTOMER INFORMATION

Business Name: _____

Contact Name: _____

Street Address: _____

City: _____ **State / Province:** _____

ZIP / Postal Code: _____ **Phone:** _____ **Ext:** _____

Email: _____

Contact Preference: ◯ Email ◯ Phone ◯ Facebook ◯ SMS/Text ◯ Doesn't Matter

Payment Preference: ◯ Credit Card Over Phone ◯ PayPal ◯ Cash or Card In-Person ◯ Interac eTransfer

Return Preference: ◯ FedEx ◯ UPS ◯ Pick-Up ◯ Car Show (pre-arranged): _____

Are your billing and return shipping addresses the same? ◯ Yes ◯ No
If No, please put your return shipping address in the Additional Comments section (page 2).

Do you have special return shipping needs? ◯ Yes ◯ No
If Yes, please describe them in the Additional Comments section (page 2).

VEHICLE INFORMATION

Year / Make / Model: _____

Trim or Other Details: _____

Odometer: _____ (if applicable) **Ignition System Type:** _____

Additional Information:

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ITEMS IN THIS SHIPMENT

Please list all items present in this shipment (if additional space is required, please use the Additional Comments section below).

Item 1: _____

Item 2: _____

Item 3: _____

Item 4: _____

Item 5: _____

WORK TO BE PERFORMED

Please describe what you would like us to perform. List any special requirements or needs.

ADDITIONAL COMMENTS OR DETAILS

Include your return shipping address here if it is different from your billing address, and any special return shipping needs.

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PARTS SHIPPING GUIDE

1 **Locate a box that is slightly bigger than your item in every dimension**

- 3-5” should suffice. More for heavier items.



2 **Wrap your item fairly tightly with bubble wrap and tape secure from the center and both ends**

- 2 layers at a minimum, but add more if your item has sharp corners or is extra fragile
- You can also use bubble wrap to pad areas that might be prone to breaking off before wrapping the entire bundle



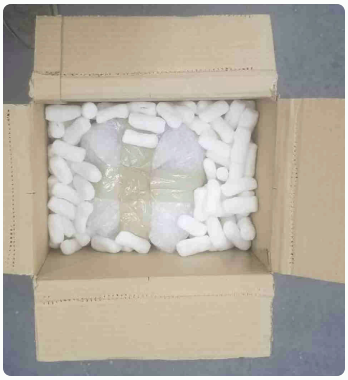
3 **Create a bed of paper or other material in the bottom of the box for your item to rest on**



4 **Set your item on the bedding, then fill around it with paper, packing peanuts or other material that can be used to take up the space around the item**

- It should be not too tight, not too loose (so the item doesn’t move)





5 **Fill the top of the box with paper or other material the same as the bottom bedding, then seal the box with tape, preferably covering all open slits to keep out dust and add strength.**



Ship To:

Mr Heaterbox and Interior
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Harrowsmith, ON
K0H 1V0 Canada
(613) 532-2587
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A cut-out shipping label is on the next page.

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SHIPPING LABEL

Cut along the dashed line and tape the label securely to the top of your box.

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