



DDMWorks
 119A Hwy 183
 Piedmont, SC 29673
 864-907-6004
 www.ddmworks.com
 Info@DDMWorks.com

Return Core Authorization Form

Core Return Policy

All cores must be received within **30 days** for full credit. After core is received by DDMWorks, please allow 2 weeks for refund. Non-rebuildable/disassembled cores will not be refunded. The credit card used in order will be credited, please note; depending credit card company a refund can take up to three business days to post it to your account. If you paid via COD or other, a check will be mailed to the billing address from your order. Core refunds can be not granted when if part is damaged.

Shipping: All shipping charges are the responsibility of the customer. Please note that you should request delivery confirmation on all core shipments. Please write on the box **“CORE RETURN”**

All cores must be returned to: DDMWorks
 Attn: Core Returns
 119A Hwy 183
 Piedmont, SC 29673

Include bottom portion of this form with your core return



Order # _____ Customer Name: _____ RCA# _____

Return core authorization number

| | Item Description | Date of return shipment | Customer initials | Received at DDMWorks | Team member initials |
|---|------------------|-------------------------|-------------------|----------------------|----------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

| | ADMIN USE | Credit Issued | Credit Method | Customer notified | Date/initials |
|---|-----------|---------------|---------------|-------------------|---------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |