

January 25, 2017

TOP EQUIPMENT 2017 ANNUAL COURTESY PARTS RETURN PROGRAM

A) **Dates:**

- *Every dealer can send a list starting in January thru October
- *One Annual Return per Calendar year per store.
- *Dealer can submit your list the first week in January and parts list **must be received** by **Monday, Oct. 16, 2017**
- *All returns must physically be received by TOP Equipment no later than **Mon. Oct. 30, 2017**
- *Any return received after **Mon. Oct 30, 2017** will be refused.

B) **Contact Information:**

Please E-mail Return Lists to jimarndt@topequipment.net or Fax Return Lists to 800-863-8673 marked with **ATTN: Annual Parts Return with Dealer Name and Dealer Number** along with a contact name. TOPE will confirm receipt of fax by phone call to validate return.

C) **Lists/Labels:**

- *TOP Equipment will return the submitted list with the approved parts and labels to be place on each item.
- *Please have return part list Typed in Numerical Order
- *Parts returned without pre-approval **AND/OR WITHOUT TOP EQUIPMENT LABELS** will be subject to a 40% Restock Fee
- *All Product Lists need to be submitted all at one time. Please No Add On lists after original has been submitted.

D) **Items that will not be accepted:**

- 1) Items that were not purchased from TOP Equipment
- 2) Parts with a shelf life--belts, fuel lines, oil lines, oil seals, gaskets, grommets, etc.
- 3) Obsolete and superseded parts
- 4) Electrical parts – Wire Harness, Ignition Coils, etc
- 5) Non-Stocked or Overstocked parts at TOP Equipment
- 6) Will not accept less than package quantities on parts sold in 10's and 5's
- 7) Parts with writing on them, such as pricing, etc
- 8) Used, incomplete, scratched or dirty parts that are not in resalable condition
- 9) Quantities exceeding the approved amount
- 10) Parts not properly packaged and identified with part number.
- 11) Will not accept parts with outdated packaging
- 12) Return labels directly on part. On plastic bag or a box is ok
- 13) Vendor Accessories: No Scag 4 digit accessories will be accepted. Echo Accessories had to have been purchased in 2016-17. Billy Goat/Bearcat Accessories will be treated like parts.

E) **Parts Arrive at TOPE:**

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 at dealers expense.