

754 Rice Street  
 St Paul, MN 55117  
 651.224.9479  
 800.637.6752  
 651.717.4260 FAX



## PURCHASE AUTHORIZATION

Date: \_\_\_\_\_ CUSTOMER NAME: \_\_\_\_\_

CUSTOMER TELEPHONE: \_\_\_\_\_ CUSTOMER EMAIL OR FAX: \_\_\_\_\_

SALESPERSON: \_\_\_\_\_ DIRECT: 651-717-\_\_\_\_\_ EMAIL: \_\_\_\_\_@ace-autoparts.com

Part Needed:				Year:	Make:	Model:				
Color:	Doors: (circle one)			Side Needed:	Which End:	Motor Size:	Transmission Type:			
	2	4	Hatch	Wagon	(circle one)		(circle one)	(circle all that apply)		
	Van	Pickup	SUV		Driver (L)		Front	Automatic	2X4	4X4
	1/2T	3/4 T	1T	Passenger (R)	Rear		Stick: 3 speed 4 speed 5 speed			
QUOTE/WO#:				TOTAL INVOICE AMOUNT (including core, freight and tax):				\$		

**CREDIT CARD PAYMENT INFORMATION** (do not complete if paying by PAYPAL):

NAME AS IT APPEARS ON CREDIT CARD: \_\_\_\_\_

CCV CODE: \_\_\_\_\_ (AMEX 4-DIGIT ON CARD FRONT, ALL OTHERS 3-DIGIT CARD BACK) EXPIRATION DATE: \_\_\_\_\_

BILLING ADDRESS FOR CREDIT CARD: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

CREDIT CARD NUMBER: (VISA & MASTERCARD - 16 CHARACTERS / AMEX - 15 CHARACTERS)

**SHIPPING DESTINATION:** I HAVE AUTHORIZED ACE AUTO PARTS TO SHIP MY PART TO:

SHOP NAME: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_ TELEPHONE (required): \_\_\_\_\_

SHOP HOURS OF OPERATION (required for LTL): \_\_\_\_\_

**LOCATION:**  BUSINESS  RESIDENCE      **LIFT-GATE NEEDED:**  NO  YES      **NOTIFY PRIOR TO DELIVERY:**  NO  YES

Residential delivery addresses, lift gates, delivery notification and incorrect addresses are additional fees and will be billed separately if prior notice is not given. Shipments within MN are subject to a 7.625% sales tax unless a current tax exempt form is on file or sent with this form.

**SHIPPING POLICY:** Customer is responsible to inspect part at time of delivery. Dents and/or breaks in packaging may indicate possible damage. Any damage must be reported to the delivery driver at time of delivery; record damage on BILL OF LADING, have driver sign, and photograph damaged part and packaging. Notify your Ace salesperson immediately and fax/email a copy of the signed BOL and pictures. Failure to properly follow these steps at the time of delivery will VOID any damage claim by customer to ACE AUTO PARTS and customer will be responsible for full payment of part and shipping costs. ACE Auto Parts is not responsible for shipping carrier delays.

**RETURN POLICY:** • Original invoice must accompany all returns • In-Store credit only on returned parts ordered-in (not from our inventory) and may be subject to 20% handling charge • In-Store credit only on transactions \$35 or less • No refunds on cut to order body parts • Exchange only on electrical and fuel related parts • Parts must be returned unused and in the same condition as when purchased • Seller has sole discretion on condition of part • Cores must be drained of all fluids and be complete as sold • 80% refund on all accepted returns • No refunds, including core, after 30 days • Glass is to be inspected at time of sale • Price quotes and parts provided by outside vendors are not guaranteed; they may change and are subject to availability • All merchandise sold as-is • Deposits on parts not picked-up must be claimed within 30 days or deposit is forfeited • No refund on shipping costs • No refunds on unmarked parts. If our special marking is removed, all warranties are void and no replacement will be made • Parts held or ordered with a deposit must be claimed within 14 days of deposit • Melted heat tab voids all warranties and renders part un-returnable.

I have read the above policies for shipping and returns. I understand if I refuse this shipment freight/shipping charges will be charged to my credit card. In case of damage during shipment, failure to follow damage protocol listed above may result in no refund of part or shipping costs. I understand any tampering, disassembly or modification to this part without prior written authorization from ACE AUTO PARTS will void all warranties. All parts returned must be complete as shipped. If a return is necessary, contact your salesperson for authorization and instructions. Freight/shipping costs for cores are the responsibility of the customer. I am aware of Ace Auto Parts SHIPPING and RETURNS POLICIES and authorize ACE AUTO PARTS to charge my credit card for the above described telephone or internet order for new or used parts in the amount of \$\_\_\_\_\_.

Customer's/Cardholder's Signature \_\_\_\_\_

Date \_\_\_\_\_

Fax or email: 1) this form, 2) the front and back of credit card and 3) cc holder's photo ID to 651.717.4260 or email address listed above. Your order will not be processed until we receive this completed form and attachments.