

January 3, 2023

## TOP EQUIPMENT 2023 ANNUAL COURTESY PARTS RETURN PROGRAM

**A) Dates: January 3<sup>rd</sup> – October 30<sup>th</sup>**

\*One Annual Return per Calendar year per store.

\*Parts list **must be received** by **Monday, Oct. 30, 2023**

\*All returns must physically be received by TOP Equipment no later than **Mon. Nov. 20, 2023**

\*Any return received after **Mon. Nov. 20, 2023**, will be refused.

**B) Contact Information:**

Please E-mail Return Lists to [jimarndt@topequipment.net](mailto:jimarndt@topequipment.net) or Fax Return Lists to 800-863-8673 marked **ATTN: Annual Parts Return with Dealer Name and Dealer Number** and a contact name.

TOPE will confirm receipt of fax by phone call to validate return.

**C) Lists/Labels**

\*Please have return part list Typed in Numerical Order

\*TOP Equipment will return the list with the approved part numbers and labels.

\*Parts returned without pre-approval **AND/OR WITHOUT TOP EQUIPMENT LABELS** will be rejected and returned at dealer's expense.

\*All Product Lists need to be submitted at one time. 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- 3) Obsolete and superseded parts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, 7's, 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- 11) Will not accept parts with outdated packaging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: Billy Goat Accessories will be treated like parts. Scag 4-digit accessories will not be accepted.
- 14) Echo/ Shindaiwa Accessories – please contact TM.

**E) Sending Parts Back to TOPE:**

Dealer is responsible for shipping back to address:

TOPE 2301 Airport Rd. Georgetown, TX 78628 Attn: Annual Parts Return

**F) 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 dealer's expense.