

CAPITOL SUPPLIES RETURN POLICY

All returns, if approved by our office, must be made within **60 days of date of purchase**. No returns are allowed on special order items, or on orders of larger than normal stock quantities.

You must contact our office ***in advance*** to receive a “Return Authorization” form. This form and your original receipt are required for all returns. **DO NOT RETURN MATERIAL WITHOUT CONTACTING OUR OFFICE IN ADVANCE.** Any material left in our warehouse, or given to our drivers without prior approval may be subject to disposal.

- No returns on damaged, used, or installed materials.
- No returns on equipment. (furnaces, air conditioners, coils)
- No returns on electrical or motor bearing units, including but not limited to: Motors , Thermostats, Contactors, Gas Valves, Etc,
- No returns on Ductwork or Pipe that has been put together.
- No returns on custom fabricated ductwork
- No returns on special order materials or equipment
- No returns on refrigerant

All returns, if approved, are subject to a 20% restocking charge. Products must be in their original packaging for refund to be given. If packaging is missing or damaged, management reserves the right to refuse the return or increase the restock amount..

Scratch and dent items are sold “as is”. As a courtesy, we will provide you with a 2 day return period. After 2 days from date of purchase, no returns are allowed.

Only material purchased from Capitol Supplies may be returned for credit.

PLEASE USE THE FORM ON THE BACK SIDE TO LIST YOUR RETURNS



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