



# ***Stock Adjustment Guidelines***

## ***To: All Distributors of Infinity Products***

This policy permits Distributors to return stock once a year for credit, subject to the provisions of this bulletin. Infinity requests that you work with your Infinity District Sales Manager to prepare the stock return request.

Distributors may return stock for credit in the amount of 2% or less of the net annual purchases for the preceding year (minimum return \$50). The return material should be shipped freight prepaid to the Infinity Distribution Center in Lafayette, IN. Any unused portion of the return allowable amount is forfeited — it may not be carried over into another period.

### ***Stock Return Request Process:***

- Contact your DSM with requested stock return parts list
- DSM will review/approve and submit to Customer Service for RGA processing
- Stock return RGA request can only be submitted February 15 through October 15
- After RGA is received stock must be returned to Infinity within 30 days of RGA issue date
- Infinity doesn't accept stock returns from October 15 through February 15
- RGA number should be applied to all boxes and/or pallets being returned to ensure proper credit and resolution
  - o Credit will be issued at previous pricing unless accompanied by current invoices.
  - o 15% Re-Stocking Fee will be applied to all stock returns

### ***What May Be Returned:***

- Any material purchased from Infinity which is in like new saleable condition and has not been used or damaged, subject to exceptions noted below:
- Obsolete items discontinued for six months or longer or not listed on current price sheet
- Special items manufactured specifically for the Distributor and not catalogued as a standard item.
- Used, damaged, or dirty items which are in un-saleable condition.
- Products with a date code greater than 3 years.

Any material returned that is “unacceptable” (i.e., obsolete, used, damaged or unsellable) will be returned at the Distributor’s expense or scrapped, at the Distributor’s option, and no credit issued. If the Distributor wants the material returned, it must be noted on the initial request so that it can be noted on the RGA.



**Return Address:**

ATTN: RETURNED GOODS DEPT.  
Infinity Distribution Center  
2580 S. 30th Street  
Lafayette, IN 47909

**NOTE: A copy of RGA must accompany the return and be marked on the outside of each box**

Thank you for your continued support of Infinity Air Engineered Products.

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