# Product Return, Order Cancellation, and Shipment Damage Policy

## Product Return Policy

Palmer Hamilton LLC is dedicated to delivering high-quality products and ensuring customer satisfaction. In cases where a return is necessary, the following terms apply:

## • Eligible Returns

 Only standard, non-custom, and non-upholstered Palmer Hamilton products are eligible for return.

## • Non-returnable items include:

- Upholstered furniture
- Custom or made-to-order products
- o Items with special materials, finishes, colors, or dimensions outside the standard offering

## • Condition Requirements

Returned products must meet the following criteria:

- New, unused, and in resealable condition
- Free of scratches, dents, damage, or alterations
- o Include all original components, packaging, and documentation

#### Authorization Process

- All returns must be authorized in advance by Palmer Hamilton LLC.
- Customers must contact Customer Service at 800-788-1028 within 30 calendar days of product delivery to initiate a return.
- A Return Authorization Number (RA#) will be issued and must be clearly indicated on all return shipping labels and documentation.
- Unauthorized returns or returns without an RA# will be refused.

## • Fees and Shipping Costs

- A 25% restocking fee applies to all approved returns of standard products.
- o Customers are responsible for return shipping costs.
- o All returns must be prepaid. Collected shipments will not be accepted.

#### • Inspection and Credit

- Returned items will be inspected within 5 business days of receipt at Palmer Hamilton's facility.
- Credit will be issued only if the product meets all return requirements.
- o If the return is not approved, no credit will be issued, and the customer will be notified.

#### Order Cancellation Policy

Due to the made-to-order nature of most products, Palmer Hamilton enforces the following cancellation terms:

## • Standard Product Orders

- Cancellations are allowed within 14 days of the order acknowledgment date without penalty.
- Cancellations after 14 days are subject to a 50% cancellation fee based on the order total.

#### Custom Product Orders

- Custom product orders (including special colors, designs, materials, or dimensions) are non-cancelable and non-refundable once acknowledged and in production.
- No exceptions will be made once manufacturing begins.

143 S. Jackson Street • Elkhorn, WI 53121-1911 Toll Free: 800-788-1028 • Local: 262-723-8200 • Fax: 262-723-5180 www.palmerhamilton.com

#### Shipment Damage Policy

Palmer Hamilton follows strict protocols for handling shipping damage claims. Customers are responsible for thoroughly inspecting all deliveries.

- Upon Delivery
  - o Inspect all items immediately upon receipt and before signing the delivery receipt.
  - Any visible damage or shortage must be documented on the Bill of Lading or delivery receipt and acknowledged by the carrier.

#### Concealed Damage

For hidden damage not evident at the time of delivery:

- Inspect the shipment within **15 days** of receipt.
- Notify both Palmer Hamilton and the carrier within this timeframe.
- o Provide written documentation and photographic evidence of the damage.

## • Damage Claims

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- o Palmer Hamilton will assist customers with filing claims with the carrier.
  - Palmer Hamilton is not liable for damages that:
    - Were not noted at the time of delivery
  - Are reported after the 15-day window
  - Result from improper carrier handling

#### **Contact Information**

For assistance with returns, cancellations, or shipment issues, please contact:

Palmer Hamilton LLC Customer Service Department Phone: 800-788-1028