



## Parts Request Form

\*Please fill out below part request form completely to help us better serve you.

Date: \_\_\_\_\_

Which retailer the item purchase from (please include reseller's name):

\_\_\_\_\_

Order Number (PO #): \_\_\_\_\_

Shipped to Name: \_\_\_\_\_

Order Date: \_\_\_\_\_

Model Number:

\_\_\_\_\_

Part Name or Number (Please refer to assembly Instructions for part details):

\_\_\_\_\_

Reason for needing the part: \_\_\_\_\_

Is the original receipt attached: Yes  No

Original UPS/FedEx/Carrier Tracking number(s): \_\_\_\_\_

Please email this form back to [parts@wholesale-interiors.com](mailto:parts@wholesale-interiors.com)

**Note:**

- Any orders over 30 days after delivery date, parts will need to be purchased including shipping.
- In some cases, customer will have to go back to reseller or where the item was purchased from.
- After receiving your completed form, we'll check parts availability and get back to you within 2-3 business days with status. If part is available, we'll also quote how much the parts will cost including shipping.
- All parts may not be in stock at the time of request.
- Parts will ship within 3-5 business days after payment is cleared.
- Parts will ship via FedEx Home Delivery or FedEx Smart Post with standard shipping only.
- A tracking number will be provided via email once part is being shipped out.