

Stock Adjustment Guidelines

To: All Distributors of STEMCO Products

This policy permits Distributors to return stock once a year for credit, subject to the provisions of this bulletin. STEMCO requests that you work with your STEMCO 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 STEMCO Distribution Center in Berea, KY. 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 STEMCO within 30 days of RGA issue date.
- STEMCO doesn't accept stock returns from **November 15** through **February 15**
- RGA number should be applied to all boxes and/or pallets being returned to ensure proper credit and resolution
- Credit will be issued at previous pricing unless accompanied by current invoices.
- 10% Re-Stocking Fee will be applied to all stock returns

What May Be Returned:

Any material purchased from STEMCO 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.
- Non-returnable items include tools, gaskets, screws, windows, window kits.
- Used, damaged, or dirty items which are in un-saleable condition.
- Products with a date code greater than 3 years.
- DataTrac® Programmers and battery operated BAT RF® products
- APE Kits
- Aeris® or Aeris SmartSense®, Replacement Hoses
- SuperSpare by STEMCO™

Any material returned that is "unacceptable" (i.e., obsolete, used, damaged or unsalable) 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: (Copy of RGA must accompany the return and be marked on the outside of each box)

ATTN: RETURNED GOODS DEPT.
STEMCO Distribution Center
159 Glades Road
Berea, KY 40403-1326

Thank you for your continued support of STEMCO products.