



# Sample Request Form

Date of Request: \_\_\_\_\_ Date/Time Samples Need to be Delivered by: \_\_\_\_\_

Dealership: \_\_\_\_\_

Name of Dealer Rep Making Request: \_\_\_\_\_

Dealer Rep Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Office Location: \_\_\_\_\_

Sample Ship To Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you require these for delivery of the samples: Lift Gate? \_\_\_\_\_ 24 Hr Call Ahead? \_\_\_\_\_  
Driver Assist? \_\_\_\_\_ Inside Delivery? \_\_\_\_\_

Sample(s) Needed (please provide manufacturer, product number and description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sample will be used for:  Show  Customer  Architect/  
Designer  Dealer Stock Purchase

Related Project (if applicable): \_\_\_\_\_ Expected Sample Return Date: \_\_\_\_\_

Notes: Dealer may fax or email request for product sample(s). An order is generated and dealer will receive 60% off list price. Totalibra (TTL) pays the freight out to the dealer and is responsible for any freight claim if damage would occur. Dealer must communicate if the sample was received with damage and send photo documentation of damage that occurred in shipping. Dealer takes receipt of the sample and an invoice will be issues by Totalibra.

When dealer would like to return the sample for credit, please contact Don Brickham, 608-241-8548, [donb@totalibra.com](mailto:donb@totalibra.com). A return authorization number will be given and sample may be returned to:

**DEMCO**  
**c/o Totalibra Sample Returns**  
**Attn: Don Brickham**  
**RA#**  
**500 East North Street**  
**Deforest WI 53532**

Dealer is responsible for the return freight costs and any freight claim if damage would occur. Dealer must advise Totalibra when the return sample has left their possession and provide Don Brickham with the tracking number for the return shipment. Upon return, the sample(s) will be inspected for damage. A credit memo will be issued by accounting providing sample is returned in good condition. If the product returned is damaged, a call will be made to the dealer informing them that TTL will be expecting payment on their invoice and no credit will be issued.

Please fax or e-mail this form to [donb@totalibra.com](mailto:donb@totalibra.com) fax: 800-747-7644