

MERCHANDISE RETURN FORM



RETURNING MERCHANDISE

ORDER NUMBER:

DATE:

QUANTITY	ITEM CODE#	DESCRIPTION	REASON CODE#	EXCHANGE OR RETURN

RETURN REASON CODES

RECORD APPROPRIATE NUMBER IN THE REASON CODE

- 1. Wrong quantity received
- 2. Wrong merchandise received
- 3. Purchased elsewhere
- 4. Damaged in shipping
- 5. Duplicate order
- 6. Product defective
- 7. Arrived Late
- 8. Product different from catalogue
- 9. Related item not sent
- 10. Customer not satisfied
- 11. Incorrect item ordered
- 12. Incorrect quantity ordered
- 13. Other:

NAME:

EMAIL ADDRESS:

DELIVERY ADDRESS:

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PLEASE EXCHANGE FOR: Item code#:

Description:

Quantity: