

University Stores
Return and Exchange Form

Storehouse Order # _____ Date Ordered _____

Name _____ Date of Return _____

Department _____ Building Name _____

Phone # _____ Room # _____

Account # _____ Sub-Account # _____

Remarks/Description of Order Discrepancy _____

- | | |
|---|--|
| <input type="checkbox"/> Ordered Wrong Item or Amount | <input type="checkbox"/> Exchange—Ordered Correctly, Shipped Incorrectly |
| <input type="checkbox"/> Sent More Than Ordered | <input type="checkbox"/> Damaged or Defective |
| <input type="checkbox"/> Send Missing Stock | <input type="checkbox"/> Other |

Merchandise Return

Item #	Quantity	Description

Deliver Merchandise

Item #	Quantity	Description

University Stores Return Policy: Merchandise returned due to University Stores error or manufacturer's defect will be credited 100% if returned in the original package, in undamaged condition within three months of purchase. Merchandise returned for any other reason will be credited subject to restocking fees as follows

- Same day to one week: No charge
- One week to one month: 15%
- One month to three months: 20%
- Beyond three months: No returns