



Warehouse Services Return/Exchange Form

YOUR SATISFACTION IS GUARANTEED 100%

If you are not completely satisfied with your order, Simply:

1. Complete this form and return merchandise.
2. Return items via District Mail, District Truck or in Person.
3. Address Package's): Location #780

To: WAREHOUSE SERVICES
 927 Whaley Street
 Columbia, SC 29201
 Custom Rep: Cynthia Martin

REQUISITION # _____		DATE: _____
CONTACT PERSON: _____	(Purchaser)	TELEPHONE: _____
DEPARTMENT/SCHOOL: _____		LOCATION # _____ (Dept./School)

MERCHANDISE RETURNED

FUND CODE	QUANTITY	STOCK #	DESCRIPTION

REASON(S) for RETURN or EXCHANGE _____ Entered Incorrectly _____ Ordered Incorrectly _____ Shipped Incorrectly _____ Duplicate	_____ Not what I Wanted/Expected _____ Damaged/Other (Explain): _____ _____
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BOOKKEEPER: _____	DATE: _____
(Authorized Personnel)	(Approval Shipment)

WAREHOUSE SERVICE: _____	DATE: _____
(Authorized Warehouse Personnel)	(Received Shipment)

ANY QUESTIONS? Contact the warehouse during the hours of 7:30 AM - 4:00 PM at (803) 231-7070.