



## University Stores Return and Exchange Form

**University Stores Return Policy:** Items purchased from University Stores can be returned, provided they are accompanied by the sales receipt and in the original packaging. Face coverings, obsolete, or discontinued items are non-returnable. Merchandise returned due to an error by University Stores or a manufacturer's defect will be credited 100% if returned in the original package, in undamaged condition within one month 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: 20%

Storehouse Order # \_\_\_\_\_ Date ordered \_\_\_\_\_

Name \_\_\_\_\_ Date of return \_\_\_\_\_

Department \_\_\_\_\_ Building name \_\_\_\_\_

Phone # \_\_\_\_\_ Room # \_\_\_\_\_

Account # \_\_\_\_\_ Sub-Account # \_\_\_\_\_

**Remarks/Description of Order Discrepancy** \_\_\_\_\_

- |                                    |   |
|------------------------------------|---|
| _____ Ordered wrong item or amount | _____ Exchange—ordered correctly, shipped incorrectly |
| _____ Sent more than ordered       | _____ Damaged or defective                            |
| _____ Send missing stock           | _____ Other   |

### Merchandise Return

Item #	Quantity	Description

### Deliver New Merchandise

Item #	Quantity	Description

60FOR31v04