Merchandise Return

Returning Merchandise | **Date**

Quantity	Item #	Description	Reason Code #	Exchange or Return

Return Reason Codes

Record appropriate number in the Reason Code # column above.

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 catalog.
9. Related item not sent.
10. Customer not satisfied.
11. Incorrect item ordered.
12. Incorrect quantity ordered.
13. Other _____

Please Exchange For:

Quantity	Item #	Description	Unit Price	Total Price