

# Return Merchandise Notice

Instructions:

1. Fill out as much information as possible (Purchasing can contact vendor).
2. Attach this form to the item being returned.
3. Call Shipping/Receiving for pick up x3106.

PO#: \_\_\_\_\_  
 Vendor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Initiated by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Vendor Contact: \_\_\_\_\_  
 Vendor Phone#: \_\_\_\_\_  
 Vendor RMA#: \_\_\_\_\_

Disposition of Return:  
 \_\_\_\_\_ Return for Replacement (exact item)  
 \_\_\_\_\_ Return for Credit (\$ or different item)

Reason for Return:  
 \_\_\_\_\_  
 \_\_\_\_\_

Returned Item(s):

Qty.	Description	Cost	Ext.

**Sample B**

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For Shipping Use Only

Shipped by: \_\_\_\_\_ Date Shipped: \_\_\_\_\_ Method: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For Purchasing Use Only

Purchasing Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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For Accounting Use Only

Accounting Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_