Merchandise Return

Customer Name:_____ **Todays Date**

Customer Code:_____

Order Number:_____

Returning Merchandise

Quantity	Color	Description	Reason Code #	Exchange or Return

Instructions:

1. Print then Complete this form and mail it with your return to:

Donnelly's Returns
50 Sharpe Drive
Cranston, RI 02920

Return Reason Codes

Record appropriate number in the Reason Code # column above.

1. Wrong quantity received
2. Wrong merchandise received.
3. Damaged in shipping.
4. Duplicate order.
5. Product defective.
6. Incorrect item ordered.
7. Incorrect quantity ordered.
8. Other _____

Please Exchange For:

Please Circle choice of delivery for your exchange: **SCHOOL** **or** **HOME**

Add $11.00 shipping & handling fee for home choice. Allow up to 4 weeks for processing.

Quantity	Color	Description	Unit Price	Total Price