# Merchandise Return

**Customer Name:**_____ **Todays Date**

**Customer Code:**_____

**Order Number:**_____

## Returning Merchandise

| Quantity | Color | Description | Reason Code # | Exchange or Return |
|---|---|---|---|---|
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## 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 |
|---|---|---|---|---|
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