abc Distributing – Return Form

Instuctions: Complete the form below and choose one reason code for each item being returned, as the below example.

ACCOUNT NUMBER

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

List returned items:

SHIPMENT	PRODUCT	DESCRIPTION	QTY	CREDIT/ REFUND?	REPLACEMENT		REASON CODE
					Y	N	
					Y	N	
					Y	N	
					Y	N	
					Y	N	

Example

254281251-2	HF9-BLK	Cell Phone Case	1	✔	Y	(N)	209

COMMENTS? (PLEASE USE THE SPACE BELOW.)

_____

_____

_____

_____

REASON CODES:

SHIPPING

201 Arrived too late
202 Unsatisfactory substitution
203 Wrong choice/product
204 Duplicate shipment

MERCHANDISE-QUALITY

205 Does not work
206 Broken/damaged
207 Workmanship/quality
208 Not as expected
209 Changed my mind
210 Unable to assemble
211 Did not receive matching pieces
212 Unsatisfactory fabric quality
213 Fit too small
214 Fit too big
215 Color not as pictured
216 Other - Please comment on form