

INSTRUCTIONS FOR MERCHANDISE RECEIVED

1. Open box and look for packing lists and/or invoices. Sometimes the packing lists and/or invoices are on the outside of the box.
2. Match merchandise received with packing lists and/or invoices. Put a check mark next to the item(s) received on the packing lists and/or invoices. If the number of item(s) received is different than that listed on the packing list and/or invoice, please make a notation accordingly. **Note:** Some companies put packing lists in the box, some put invoices, some put both and some send nothing. If there is no packing list or invoice to use for checking in your order, please see your building secretary for a copy of the purchase order. Use the purchase order copy in place of your missing packing list and/or invoice.
3. Fill out a Merchandise Received Form. ***Please be complete.*** Sign & date the form. **Note:** The purchase order number (PO#) can usually be found on the packing list and/or the label on the outside of the box. **STAPLE** (do not paper clip) the white copy of the Merchandise Received Form to the packing list, invoice and/or bill of lading.
4. Send all forms to Chris Gobble at Lincoln. You will not always have a bill of lading. A bill of lading accompanies freight being received from a trucking company, not USPS, UPS or FEDEX.

INSTRUCTIONS FOR MERCHANDISE TO BE RETURNED

1. If you receive the wrong merchandise, fill out a Merchandise Return Form. Send the white and canary copy along with the merchandise to be returned to Chris Gobble at Lincoln. Please send the merchandise to be returned, back to Chris in the original carton with the original packing. Give the pink copy of the Merchandise Return Form to your building secretary. *Please do not contact the Vendor when you have received incorrect merchandise or are short merchandise.* This will be done at Central Office located at Lincoln. When using the on-line form, please print 3 copies. One copy will go to your building secretary and send two copies to Chris Gobble.