RICHLAND ONE
ENGAGE • EDUCATE • EMPOWER

Warehouse Services

Return/Exchange Form

YOUR SATISFACTION IS GUARANTEED 100%

If you are not completely satisfied with your order, Simply:

1. ***Complete this form and return merchandise.***
2. ***Return items via District Mail, District Truck or In-Person.***
3. ***Address Package(s): Location #780***

TO: WAREHOUSE SERVICES
927 Whaley Street, Columbia SC 29201
Customer Rep: Cynthia Patterson

REQUISITION #: _____ ***DATE:*** _____

CONTACT PERSON: _____ ***(Purchaser)*** ***TELEPHONE:*** _____

SCHOOL/DEPT: _____ ***LOCATION:*** _____

MERCHANDISE RETURNED

FUND CODE: (Org/Obj/Proj)	*QUANTITY*	*STOCK #*	*DESCRIPTION*

REASON(S) for RETURN or EXCHANGE (Please check)

_____ ***Entered Incorrectly***
_____ ***Ordered Incorrectly***
_____ ***Shipped Incorrectly***
_____ ***Duplicate***

_____ ***Not what I Wanted/Expected***
_____ ***Damaged/Other (Explain):***
_____
_____

BOOKKEEPER: _____ ***DATE:*** _____
(Authorized Personnel) ***(Approval Shipment)***

WAREHOUSE SERVICE: _____ ***DATE:*** _____
(Authorized Personnel) ***(Approved Shipment)***

ANY QUESTIONS?
Contact the Warehouse during the hours of 7:30am to 4:00 pm at (803) 231-7070.