

SENDING OR RETURNING MERCHANDISE/LETTERS

SEE REVERSE SIDE FOR CLARIFICATION ON COMPLETING FORM

Please Call Vendor (not manufacturer) when returning merchandise

PERSON SENDING: _____ DATE: _____

VENDOR NAME AND ADDRESS:

RETURN AUTH# _____ HOW MUCH TO INSURE: \$ _____

WHO'S PAYING SHIPPING CHARGES: _____ CALL TAG#: _____

VENDOR CONTACT PERSON: _____

TELEPHONE #: _____

HOW WAS MERCHANDISE RECEIVED:

- 1) ORDER FROM A PO. PLEASE PUT DOWN PO#: _____
- 2) AN EVALUATION PACKAGE: _____
- 3) OTHER: _____

WHAT IS BEING SENT:

DESCRIPTION	VENDOR PART #	SERIAL #	QTY.

REASON FOR MAILING MERCHANDISE: _____

_____ OVERNIGHT _____ 2ND DAY AIR _____ REGULAR

LETTERS OR PACKAGES 2LBS OR LESS:

_____ OVERNIGHT _____ REGULAR

(70 LBS OR LESS) NON-PRINTED MATTER/LETTER

MUST BE AT WAREHOUSE NO LATER THAN 2:30 PM

IMMEDIATE SUPERVISOR'S APPROVAL: _____

DIRECTOR'S APPROVAL: _____

RETURN AUTH#: Contact vendor to obtain a return authorization number to put on package for tracking reasons.

HOW MUCH TO INSURE: Evaluation packages/merchandise returns should be insured. If items are lost or damaged, the company who is handling the package will be responsible for payment.

WHO'S PAYING SHIPPING CHARGES:

1. Vendor pays when one of the following takes place:

- A. Merchandise was received but doesn't work
- B. A duplicate shipment was sent
- C. Vendor sent wrong item

NOTE: You should obtain either a Call Tag Number or an Airbill Account Number from the vendor and ask who will be picking up the merchandise. (UPS, Airborne Express, Federal Express, Etc.). Call carrier and give them the # so they can pick up item.

2. Computer Center Pays:

- A. If we ordered the wrong item
- B. Sending out equipment to be repaired

REASON FOR MAILING MERCHANDISE:

- 1. Was merchandise received damaged? If so: Is vendor sending a replacement, or have you already received a replacement? If you received a replacement, please include the model and serial number or replacement.
- 2. Equipment is being sent out for repair
- 3. Evaluation package. Mail item 1 week before package needs to be returned to vendor.

WHEN DOES PACKAGE NEED TO BE RECEIVED BY VENDOR:

Regular = No rush, up to 2 weeks

2nd day air = Will be delivered 2 days from day sent out

Overnight = Next day delivery

APPROVAL FROM BOTH SUPERVISOR AND DIRECTOR

Please see UCC Purchasing area on any questions about filling out the form.