



RETURN AUTHORIZATION FORM

RA#: _____ Today's Date: _____

Returns over 30 days may be charged a 15% restocking fee. Please fill this form out completely!

Account Number: _____ Department: _____

Company: _____

Address: _____

Contact: _____ Phone: _____

Picking Ticket / Invoice #: _____

Copy of Picking Ticket / Invoice Attached?: YES NO

No returns will be accepted without either the picking ticket or invoice number. This form is proof of pick-up only. Credit will be issued once the merchandise is determined to be in re-saleable condition. Special orders are not subject to return. Thank you.

Items To Be Returned:

Mfg. Code	Stock Number	Qty.	U/M	Description	Reason #

Reasons for Return: *Please list the reason number in the box above.*

- 1. Pulling error by TSR
- 2. Pulling error by wholesaler
- 3. Billing error
- 4. Duplicate order
- 5. Samples
- 6. Customer Service error
- 7. Purchasing error
- 8. Shorted by TSR
- 9. Shorted by wholesaler
- 10. Salesman error
- 11. Customer did not order
- 12. Customer ordered wrong
- 13. Defective / Damaged
- 14. Merchandise destroyed

Please explain damages and defects in detail here:

Our return policy is pickup of your return and 100% credit no matter whose fault it is (except set-up furniture) for items returned within 30 days in re-saleable condition, with all packaging, instructions, etc. returned intact. Special orders, custom orders and open software are not returnable. Simply use the form on this page which will submit to our Customer Service department. Or call Customer Service at (800) 849-7239 or in Richmond, VA dial 412-1200. E-mail: CustomerService@thesupplyroom.com

Customer Signature: _____ Picked Up By: _____ Returns Clerk: _____