



University Stores Return and Exchange

University Stores Return Policy: Items purchased from University Stores can be returned, provided they are accompanied by the sales receipt and in the original packaging. Face coverings, obsolete, or discontinued items are non-returnable. Merchandise returned due to an error by University Stores or a manufacturer's defect will be credited 100% if returned in the original package, in undamaged condition within one month of purchase. Merchandise returned for any other reason will be credited subject to restocking fees as follows:

- same day to one week: no charge
- one week to one month: 20%

Order information

Order number: _____

Date ordered: _____

Name: _____

Date of return: _____

Department: _____

Building name: _____

Phone number: _____

Room number: _____

Account number: _____

Sub-account number: _____

Order discrepancy

- Ordered wrong item or amount
- Exchange—ordered correctly, shipped incorrectly
- Damaged or defective
- Sent more than ordered
- Send missing stock
- Other

Remarks: _____

Returned merchandise

Qty (Units)	Item #	Description	Price

New merchandise to be delivered

Qty (Units)	Item #	Description	Price