



OFFICE CENTRE TEACHER'S PET

Return Form

Instructions for Return:

Complete the form below and choose one reason code for each item being returned, as in the below example*.

Order Number

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Name _____

Address _____

City _____ State _____ Zip _____

Please list returned items:

Order Number	Product	Description	Qty.	Check here for Credit/Refund	Replacement		Reason code
					Y	N	
					Y	N	
					Y	N	
					Y	N	
					Y	N	
					Y	N	

Example:

Order Number	Product	Description	Qty.	Check here for Credit/Refund	Replacement		Reason code
					Y	N	
1512	HF9-BLK	Tote Bag	1	✓	Y	N	206

Comments: _____

Reason Codes for returned items:	
Shipping: 201 Arrived too late 202 Unsatisfactory substitution 203 Wrong choice/product 204 Duplicate shipment Merchandise - Quality 205 Does not work 206 Broken/damaged 207 Workmanship/quality 208 Not as expected	Merchandise - Quality Cont. 209 Changed my mind 210 Unable to assemble 211 Did not receive matching pieces 212 Unsatisfactory fabric quality 213 Color not as pictured 214 Other- Please comment on form

To return using:



Returns Department
Office Centre/Teacher's Pet
P.O. Box 327
Crowley LA. 70527



Returns Department
Office Centre/Teacher's Pet
312 N. Parkerson Ave.
Crowley LA. 70526