



# Return Form

**Any Questions?**

Email us:

sales@consignmentsupplies.com

**Step 1 – Fill out Contact/Purchaser Information**

Original Order #, if available: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

**Step 2 – List item(s) you are returning including reason for return (see chart)**

Reason(s)	Description	SKU Number	Price	Quality/Satisfaction
				10 – Wrong item shipped
				20 – Changed my mind
				30 – Defective
				40 - Other

**Step 3 – How would you like for us to handle your Return?**

Refund in form of original payment or refund to this credit card (check type):

Visa

MasterCard

Discover

American Express

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Expiration Date

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Month Year

X \_\_\_\_\_

**Step 4 – Return Merchandise**

Enclose the Return Form along with the merchandise in a well-sealed box. Attach the Return Label to the outside of the box and return through UPS/FedEx/USPS. We recommend getting a tracking number to insure delivery of your package.

**CONSIGNMENT SUPPLIES**

3982 Powell Road Suite 171

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