



Supply Return Form

Account # _____

Account Name _____

Phone # _____
(Most direct, i.e., Back-line # , etc.)

Office Contact Name _____
(The person who orders supplies or is making this return)

Supply Return Procedure:

1. Please send the supplies you are returning with this completed form and a copy of the Delivery Receipt (enclosed with your original supply order). Notify your courier or call the Client Supply Department when your return is ready for pick up.
2. Check all appropriate boxes below indicating the reason for the return. (This will allow us to credit your account properly.)
 - Item was *ordered* in error.
 - Item *sent* does not match the Delivery Receipt.
 - Item *received* was not *requested* on the original order submitted.
 - Overstocked / Duplicate Order.
 - Item was received expired - or - has expired in our office.
3. Tape this form to the outside of the bag or box containing the supplies to be returned.
4. We recommend calling the Client Supply Department directly to expedite the resolution of supply order discrepancies.
5. Indicate the # of bags or boxes being returned: _____

Client Supply Department Phone Numbers:

Phoenix 602.685.5264

Toll Free 1.800.766.6721 x5264

Tucson 520.784.8004

Toll Free 1.800.266.8101