

Longaberger	Date (MMDDYY)	Show Number/Order Number	
ADJUSTMENT FORM			Longaberger
1 HOME CONSULTANT INFORMATION			
Home Consultant Number Home Consultant First Name	Home Consultant S	Surname	Home Consultant Phone Number
Show Number/Order Number Host Name		Home Consultant E-mail Address	
Order Date (MM/DD/YY)			
2 ITEM INFORMATION Please Note: Information not given on this form may result in delay of pro	cessing. Only one per adjustment form. Only one order is	due to quality issues, please include Return Explanation in Section 2.	
Returned Items (s)		chase Return Explanation	Requested Items (s)
Qty Item Number Item Description P	Purchase Amount Code Code Co	ode Return Explanation Qty Item Number	Item Description Purchase Amount
		1 1 1	
	<del>                                      </del>		
	<del>                                      </del>		
	<del>                                      </del>		
Item requested must be available at time of original order. If the requested item is of greater value,	please enclose a cheque or money order to cover the ad	Iditional cost, plus applicable HST. Please do not send cash.	HST @%
			TOTAL AMOUNT ENCLOSED =
REASON CODES RETURN CO		COMPANY USE ONLY	Payment Method
CM = Changed Mind WRO = Wrong Item Ordered EX = Excha DM = Damaged in Shipment WRS = Wrong Item Shipped OV = Overa	ange G = Guest B = Booking	SA = Sample Order CS = Customer Service □ B.I.S	□ Visa □ Mastercard □ Discover
OV = Overage $OV = Overage$ $OV =$		IN = Incentive Order SP = Supply Order	
Q. Quanty concerns		0 = Other □ S.S.R	Credit Card Number
			Expiration Date
\$ SHIP TO (IF MERCHANDISE IS BEING SHIPPED, PLEASE COMPLETE THIS SECTION)			Expiration Date
First Name Su	urname	<del>, , , , , , , , , , , , , , , , , , , </del>	Signature
			□ Cheque □ Money Order
Shipping Address (Line 1)			
			Cheque Number Cheque Amount
China in Address (Line 2)			Make cheque payable to The Longaberger Company.
Shipping Address (Line 2)			Shipping Information
		<u>                                     </u>	The Longaberger Company
Town	Province	Postal Code	Attn: Adjustment Team P.O. Box 73
			Dresden, OH 43821

If you have questions, please call Customer Care at (740) 322-7800, Monday through Friday, between 8 a.m. and 11 p.m. Eastern Time.