



**State Of Nebraska**  
**Account # 84041595**  
**RETURN/EXCHANGE/DISCREPANCY FORM**

**INSTRUCTIONS:**

- Please have your packing list ready.
- Call Office Depot Customer Service at 1-888-463-1600.
- Explain if your concern is a return, exchange or discrepancy on your order.
- If you are returning an item Customer Service will give you a Return Order Number that will serve as the Return Authorization Number.
- All returns must be made within 30 days of receipt of the order; shortages must be reported within 5 days
- **A copy of this completed form must be attached to any item(s) being returned.**
- **Do NOT Write or Mark on the items to be returned.**

**PLEASE COMPLETE THE FOLLOWING:**

ORDER NUMBER \_\_\_\_\_ RETURN NUMBER \_\_\_\_\_

BUSINESS UNIT \_\_\_\_\_ YOUR NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

QTY	UNIT OF MEASURE	ITEM NUMBER	DESCRIPTION	REASON FOR RETURN #

**REASON FOR RETURN/SHORTAGE CODE:**

- |                       |                       |
|-----------------------|-----------------------|
| 1. DEFECTIVE / DAMAGE | 3. WRONG MDSE SHIPPED |
| 2. SHORTAGE           | 4. ORDERED IN ERROR   |

**If Product is Defective or Damaged, do you want an even exchange? \_\_\_ YES \_\_\_ NO**