



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

INSTRUCTIONS:

- Please have your packing list ready.
- Call ODP Business Solutions Customer Service at 1-800-279-1528.
- 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