



Supply Return Form

For the return of non-defective supply items.

CUSTOMER SECTION

Customer Name: _____

Reason for Return:

- 1-Duplicate Shipment**
- 2-Wrong Item Ordered**
- 3-Wrong Item Shipped**
- 4-Damaged in Transit**
- 5-Do Not Want**

- 6-No Longer have Machine†
- 7-Machine Upgrade†
- 8-Not Listed (provide information in the Notes section)†

| Item # | Quantity | Reason for Return | Unit Price | Tax Amt. | Credit Requested* | Receipt Confirmed |
|--------|----------|-------------------|------------|----------|--------------------------|--------------------------|
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Notes (in the original box or replacement box)

**A copy of the original sales invoice or packing slip must be attached in order for credit to be considered.

Customer Signature at Pick up _____

Date _____

CDS INTERNAL USE ONLY

CDS RMA NO _____

(This number must appear on all credit memos)

CN # _____

Return Warehouse _____

Replacement Order # _____

Shipping method: _____

**Return form to Supplies

Call Tag Issued: Yes No

†Return form to Accounting

Address _____

Warehouse Signature _____

Tracking #: _____

Notes: _____
