

# MVE | Missouri Vocational Enterprises

## REQUEST FOR MERCHANDISE RETURN

### INSTRUCTIONS

MVE does not accept returns on items that, (1) have been unpackaged and used, (2) Non-stock items produced when ordered, and (3) items manufactured according to customer specifications (custom work). If there is a problem with an item, we will repair or replace the item in accordance with our warranty stated above. Special circumstances will be considered.

**PLEASE NOTE:** Returned catalog items are subject to a 20% restocking charge. If permitted, return of specially manufactured items are subject to a 50% restocking charge. Printed materials and forms are not returnable unless there is a production or material flaw.

### CUSTOMER INFORMATION

ORGANIZATION NAME	DATE	JOB NUMBER	PURCHASE ORDER NUMBER
CONTACT NAME		TELEPHONE NUMBER	
ADDRESS		COUNTY	
CITY, STATE, ZIP			
CONTACT EMAIL ADDRESS		MVE SALES REPRESENTATIVE	

### PRODUCT INFORMATION

QTY	MVE STOCK #	PRODUCT DESCRIPTION	REASON FOR RETURN	
			<input type="checkbox"/> REPAIR	<input type="checkbox"/> RESTORATION
			<input type="checkbox"/> RETURN / CREDIT	<input type="checkbox"/> OTHER
			<input type="checkbox"/> REPAIR	<input type="checkbox"/> RESTORATION
			<input type="checkbox"/> RETURN / CREDIT	<input type="checkbox"/> OTHER
			<input type="checkbox"/> REPAIR	<input type="checkbox"/> RESTORATION
			<input type="checkbox"/> RETURN / CREDIT	<input type="checkbox"/> OTHER
			<input type="checkbox"/> REPAIR	<input type="checkbox"/> RESTORATION
			<input type="checkbox"/> RETURN / CREDIT	<input type="checkbox"/> OTHER

ADDITIONAL DETAILS

CONTACT PERSON'S SIGNATURE	PRINTED NAME	DATE SIGNED
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Please complete the form, attach your delivery ticket, and send it to: [DOC.MVE.Service@doc.mo.gov](mailto:DOC.MVE.Service@doc.mo.gov)