

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"/> RETURN / CREDIT | <input type="checkbox"/> RESTORATION <input type="checkbox"/> OTHER |
| | | | <input type="checkbox"/> REPAIR <input type="checkbox"/> RETURN / CREDIT | <input type="checkbox"/> RESTORATION <input type="checkbox"/> OTHER |
| | | | <input type="checkbox"/> REPAIR <input type="checkbox"/> RETURN / CREDIT | <input type="checkbox"/> RESTORATION <input type="checkbox"/> OTHER |
| | | | <input type="checkbox"/> REPAIR <input type="checkbox"/> RETURN / CREDIT | <input type="checkbox"/> RESTORATION <input type="checkbox"/> OTHER |

ADDITIONAL DETAILS

SALES TEAM COMMENTS

FACTORY COMMENTS

| | | |
|----------------------------|--------------|-------------|
| CONTACT PERSON'S SIGNATURE | PRINTED NAME | DATE SIGNED |
|----------------------------|--------------|-------------|

Please complete the form, attach your delivery ticket, and send it to: DOC.MVE.Service@doc.mo.gov