



# United States Plastic Corporation®

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## Return Procedure Instructions

1. We want you to be completely satisfied. If you decide to return anything, you can count on our complete help and cooperation.
2. If you receive merchandise **damaged in shipment** or merchandise that was shipped more than 30 days ago, please call customer service (1-800-769-1157) for a **Return Goods Authorization** number.
3. List the items you are returning below and check-off what you would like us to do.
4. Please include this form.

## Check the action you want to take:

☐ Credit my Account      ☐ Send replacement order listed below.      ☐ Refund my money

## Customer Information

Order #:	<input type="text"/>		
Company:	<input type="text"/>	Customer #:	<input type="text"/>
Name/Title:	<input type="text"/>	Phone:	<input type="text"/>
Address:	<input type="text"/>	Fax:	<input type="text"/>
City/State/Zip:	<input type="text"/>	Email:	<input type="text"/>

## Returned Items:

Qty Returned	Unit of Measure	Item #	Item Description	Reason for Return

## Replacement Order Detail (if selected above):

Qty Ordered	Unit of Measure	Item #	Item Description	Unit Price	Total