
MAIL-ORDER RETURN FORM

to expedite your return, please complete and enclose a copy of this form

CUSTOMER NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

DAYTIME PHONE: _____

RETURN DATE: _____

ITEM(S) BEING RETURNED: _____

 *(No Textbooks Please!)*

HOW PURCHASED: ONLINE BY PHONE IN-STORE

ORDER/INVOICE NUMBER: _____

REASON FOR RETURN: _____

IS THIS RETURN DUE TO AN ERROR ON OUR PART? NO YES (described above)

WHAT WOULD YOU LIKE US TO DO UPON RECEIPT OF THIS RETURN? REFUND REPLACE EXCHANGE (described below)

ADDITIONAL INSTRUCTIONS: _____

Unless a return is due to an error on our part, shipping charges are not refundable.

College Book Store charges a discounted shipping rate for exchange shipping.
(\$4 shipping & handling, plus 7% tax if shipping in Ohio)

If you are requesting an exchange, how would you like to pay this shipping charge?

- CHECK ENCLOSED (Payable to College Book Store)
- BILL MY CREDIT CARD _____ - _____ - _____ - _____ EXP: ____ / ____ CVV: _____
- EXCHANGING DUE TO C.B.S. ERROR: NO SHIPPING CHARGE

SHIP TO: **College Book Store, Inc.**
Attn: Returns
50 South Court Street
Athens, OH 45701

DO NOT SHIP RETURNS VIA AIR - SHIP VIA GROUND ONLY!