



Information needed on Damage Return Form

DATE _____
COMPANY NAME _____
CONTACT NAME _____
ADDRESS _____
PHONE NUMBER _____
EMAIL _____

CUSTOMER NUMBER (PLEASE SEE PACKING SLIP) _____
INVOICE NUMBER (PLEASE SEE PACKING SLIP) _____

DAMAGES:

1. WAS THE MERCHANDISE SIGNED FOR DAMAGED?
_____ YES _____ NO
2. PLEASE DESCRIBE THE DAMAGES.

3. IS THE MERCHANDISE USEABLE?
_____ YES _____ NO

RETURNS:

1. DID YOU ORDER THE WRONG MERCHANDISE?
_____ YES _____ NO
2. DID YOU RECEIVE THE WRONG MERCHANDISE?
_____ YES _____ NO
3. WERE ITEMS MISSING FROM YOUR ORDER?
_____ YES _____ NO

IF SO WHAT?

ADDITIONAL COMMENTS:

WHAT WOULD YOUR IDEAL RESOLUTION BE?

PLEASE SELECT FROM ONE OF THE FOLLOWING:

- _____ I WOULD LIKE TO RETURN & RE-ORDER
(RESTOCK & FREIGHT FEES MAY APPLY)
- _____ I WOULD LIKE TO RETURN FOR CREDIT ONLY
(RESTOCK & FREIGHT FEES MAY APPLY)
- _____ NOT SURE
- _____ OTHER

RETURN COMPLETED FORMS TO:

Email:
customer@mayadvertising.com

Company Address:
P.O. Box 40610
Fort Worth, TX 76140

Fax:
1-800-800-3299