RETURN FOR CREDIT FORM

(MUST BE SENT WITH CAPS AND GOWNS)

**SCHOOL NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NUMBER OF CARTONS RETURNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**METHOD OF SHIPMENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF SHIPMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNUSED REGALIA RETURNED FOR CREDIT:**

|  |  |  |  |
| --- | --- | --- | --- |
|  **QTY** |  **ITEM DESCRIPTION**  |  **PRICE**  |  **EXTENSION**  |
|  | **Cap/Gown/Tassel Unit** |  |  |
|  | **Extra caps** |  |  |
|  | **Extra gowns** |  |  |
|  | **Extra tassels** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **TOTAL: $\_\_\_\_\_\_\_\_\_\_\_**

**Please refer to your Service Agreement or price list for Restocking Charge.**

**Souvenir hoods may NOT be returned for credit. No credit allowed on unused Faculty Rental Regalia.**

**Please complete and enclose this form with the merchandise you are returning to:**

 **3812 Blue Ridge Dr.**

 **Roanoke, VA 24018**

 **If possible, also fax a copy to 540/387-2034**