



Phone: (250) 549-2236 or Toll Free (877) 549-2236
www.corbettoffice.com

DATE SUBMITTED:

SUBMITTED BY:

Return Authorization Request

Complete this form and fax the request to: (250) 549-1226

Account #

Company Name

Contact Name

Pick up location

Phone number

Fax number

Email address

P/O number

Invoice #	MFG Part #	Qty	Reason for return
Toner Recycling/Disposal Program			
PICK UP CARTRIDGES FOR RECYCLING/DISPOSAL PROGRAM			

Signature _____

Corbett Office Plus is committed to supplying our customers with only the best office products the industry has to offer. However, we do realize that problems can occur and mistakes do happen.

To minimize delays in processing your request to return product please follow the guidelines listed below:

- All merchandise returned should be in the original carton with all packaging intact, unmarked and in new condition.
- All merchandise should be returned within 30 days of the invoice date.
- Defective merchandise should be reported within 5 business days of the invoice date.
- Shortages should be reported within 5 days of the invoice date.
- Special order merchandise including furniture is not subject to return except in case of error by Corbett Office Plus.
- Concealed damaged merchandise should be reported immediately.