

M. D. Anderson Cancer Center
UPS RETURN SERVICE FORM

RETURN INSTRUCTIONS:

1. Fill out a merchandise return form:

- * Write the store name, number & address on top of the form
- * Sort the unsold packages by item number/design
- * Denote the quantity being returned for each item
- * Sign and date the form
- * Make/keep a copy of the return paperwork for your records

2. If applicable, scan out cards & attach DSD to return form

(Kroger stores do **not** scan cards)

3. Box the merchandise:

- * Pack items in a sturdy box
- * Enclose the merchandise return form in the box
- * Seal the box
- * **Clearly write the store name and number on the outside of box**
- * Mark multiple boxes with total number of boxes (example: Box 1 of 4)

4. Fill out the information area of this UPS form:

- * Does a UPS driver regularly visit your location?
NO = UPS will go to your address & bring the return shipping label
YES = UPS will mail you the return shipping label (give mail 2+ weeks)

5. Fax this completed UPS form to 713-792-2273

6. If you receive a UPS shipping label in the mail:

- * Immediately attach the shipping label to the box to be returned
- * Give the labeled box to any UPS driver

7. If you need assistance call 1-800-231-1580 & ask for retail

RETURN INFORMATION:

Today's Date

Type of cards to return? (circle answer)
valentine spring holiday

Do you have regular UPS service? (circle answer)
no yes

Store Name Corp Store #

Contact Person

Department/Location

Street Address

City State Zip Code

Telephone Number

Total Number of Boxes to Return

Number of Items Inside Each Box

Weight of Each Box (estimate that each package weighs 1/2 lb.)