



# OFFICE CENTRAL

## Return Authorization Request

Please complete this form and fax the request to +1 905 887 7707.

**Company name:**

**Your name:**

**Pick up location:**

**Phone number:**

**Fax number:**

**Email address:**

**P/O number:**

Invoice Number	MFG Part#	Qty	Reason for return

**Signature** \_\_\_\_\_

Office Central believes in supplying our customers with only the best products. However, we do realize that problems can occur, and mistakes do happen.

If you need to return a product, please follow the guidelines listed below.

- All returned merchandise must be in saleable condition in its original carton with all packaging intact, unmarked and in new condition. This includes the Universal Product Code (UPC), manuals, parts and your receipt or packing slip.
- All returned merchandise must be accompanied by a completed and signed Return Request Authorization Form.
- All merchandise must be returned within 30 days of the invoice date except for technology and electronic products, which must be returned within 21 days of the invoice date.
- Defective merchandise must be reported within 5 business days of the invoice date.
- Shortages must be reported within 48 hours of the invoice date.
- Damaged merchandise should be refused.
- Concealed damaged merchandise should be reported immediately.

### OFFICE CENTRAL INC

60 Leek Crescent Richmond Hill ON L4B 1H1 phone: 905-887-7700 fax 905-887-7707 [www.officecentral.com](http://www.officecentral.com)