OFFICE CENTRAL

60 Leek Crescent, Richmond Hill, Ontario L4B 1H1
(905) 887-7700 or Toll Fee (800) 835-9565

Return Authorization Request

Complete this form and fax the request to: (905) 887-7707

Company name

Your name

Pick up location

Phone number **Fax number**

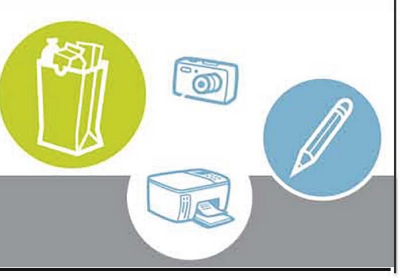
Email address

P/O number

Invoice #	MFG Part #	Qty	Reason for return

Signature _____

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

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

All merchandise returned must be in the original carton with all packaging intact, unmarked and in new condition.
All merchandise must be returned within 30 days of the invoice date.
Defective merchandise must be reported within 5 business days of the invoice date.
Shortages must 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 Office Central.
Damaged merchandise should be refused.
Concealed damaged merchandise should be reported immediately.