

# MSU Merchandise Return Form



Thank you for your purchase from the MSU Bookstore. The quality of your experience is our priority. In the event that you are not satisfied with your purchase **at full price** you may return or exchange your merchandise. A receipt is required for all returns and exchanges within **60 days** of the purchase. Merchandise must be in original condition. **ALL SALES ARE FINAL ON CLEARANCE MERCHANDISE OR GRADUATION REGALIA. NO RETURNS ON USED, WASHED OR WORN MERCHANDISE.**

**You are able to process your return or exchange of items purchased online on your customer account online.**

**OR fill out and mail this form with your return.**

Send your return to the following address:

MSU Bookstore  
125 Strand Union Building  
Bozeman, MT 59717  
ATTN: Merchandise Return

*Please indicate the reason for return or exchange.*

*The original receipt or gift receipt and original tags must be included.*

*If you have new charges, please include a check, or we will contact you to process your payment securely over the phone.*

<input type="checkbox"/> Return	<input type="checkbox"/> Exchange	Sales Order # _____	Date of Return _____		
Reason #	Item #	Size	Qty	Price	Total Return

## Return Reason

- (1) Too Small (2) Too Large (3) Damaged/Defective  
(4) Not what I expected (5) Not item ordered (6) Other – please specify

**Refund Total \$**

Exchange for Item #	Size	Qty	Price	Total

## Shipping Charges

UPS Shipping to Continental US \$8.00  
Alaska/Hawaii/Canada \$40.00

Total Return	\$
Total Merchandise Reorder	\$
Shipping	\$
Refund/Balance Due	\$

Ship to \_\_\_\_\_ Phone # ( ) \_\_\_\_\_ Email \_\_\_\_\_  
Address: (NO P.O. Boxes) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Check Enclosed # \_\_\_\_\_

☐ Please contact me at the phone number above to process my exchange or purchase Credit Card payment securely.