



# Michigan State Industries

## Return Authorization

### RETURNS ONLY



MSI Sales Order#:		Authorized:	
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**Customer will not receive credit for any items returned w/o prior approval /signature & paperwork**

- Items must be in new condition
- Original Packaging
- No alterations, or washing
- A 15% Restocking fee may be applied
- Items must be on original order
- Special Orders are non-returnable
- No returns after 90 days of facility delivery
- Copy of form must accompany return items

**Please fill out information as accurately as possible.**

Once the form is completed, **"SAVE AS"** and **"RENAME"** the form. E-mail form to: [MSI RETURNS INBOX](#)

Purchase Order #:	
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Customer:	
Address:	
City:	
Contact Person:	
Phone:	

Today's Date:	
Name(officer/inmate):	
EIN or ID#:	
Order Date:	
Facility Order#From Officer	
Uniform Program:	

QTY	ITEM# / DESCRIPTION	SIZE	REASON FOR RETURN or PICKUP	FAC
Sample Line	51F-0151-2XRG-HB	LG	Wrong Size Ordered	

	<b>RETURN TO MSI FACTORY:</b>		
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### **Factory / Driver Use Only (Receiver)**

Driver Pick-up (Date P/U): \_\_\_\_\_

Driver Delivery (Date): \_\_\_\_\_

Driver Signature: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Receiver Signature: \_\_\_\_\_

### **(Factory Use Only – Check all that apply):**

	Destroy:		<b>Customer Error (C/E), Factory Error (F/E), Defective Material (DM), Order Entry Error (O/E), Other / Resigned-Retired</b>
	Restocking Fee:		
	Other/Credit:		
	Replaced (Explain):		
			Signature:
			Date: