DAMAGED MERCHANDISE

SCHOOL:	
ATTN:	
ADDR:	
CITY, STATE & ZIP:	

All merchandise leaves our warehouse in new condition. However, from time to time some items are damaged in transit. If you have damaged merchandise, please list the items below and send the list to us.

EMAIL or FAX to: 123shoppegirl@gmail.com OR text 253.507.0028

PIECES	ITEM #	DESCRIPTION	OFFICE USE

After you have completed this form and sent it in, if we have not contacted you within 3 days, please discard broken items. Please do not return them to us, unless requested.

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