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# Merchandise Return Form

***Don't love your purchase from the CSU Bookstore? Send it back!***

***If your order is damaged or incorrect, please call (970) 491-0904 and we will make it right!***

## How Do I Return My Merchandise?

We want you to be completely satisfied with every purchase you make from the CSU Bookstore. If you are not happy, we aim to make it right. Return any unwanted items in original condition, complete with tags and labels - we will be happy to offer a refund or exchange.

Fill out the short form below and include it with your return. Send your return to:

**CSU Bookstore**  
 Attn: Returns  
 8035 Campus Delivery  
 Fort Collins, CO 80523-8035

*Customer is responsible for return shipping charges. CSU Bookstore recommends sending your return using a carrier that offers package tracking. USPS First Class Mail and Priority Mail are usually the most cost-effective options.*

## How Long Until My Refund Processes?

We'll credit the original purchase price within 3-4 business days of receiving your return. Shipping charges are not refunded. You will receive an email confirming your refund. Depending on your financial institution, it may take 7-10 business days before the credit appears on your bank statement.

<b>STEP 1</b>	<b>Customer Information</b>	<b>Name</b> _____	<b>STEP 2</b>	<b>Order Number</b> _____		
		<b>Address</b> _____				<i>(If returning an in-store purchase, please leave blank and attach a copy of your receipt.)</i>
		<b>City</b> _____				<b>Please Check the Box that applies:</b>
		<b>State</b> _____ <b>ZIP</b> _____		<input type="checkbox"/>		<b>I changed my mind about my order.</b> Please refund purchase to the original payment method.
		<b>Phone</b> _____		<input type="checkbox"/>		<b>I received this/these item/s as gifts.</b> Please refund purchase price to a CSU Bookstore Gift Certificate.
		<b>Email</b> _____		<input type="checkbox"/>		<b>I wish to exchange</b> the items enclosed for the items listed below.

For Exchanges, please fill out the information with the products you want below:				
Product ID/SKU	Quantity	Brief Description	Size	Color

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