



# University Co-op Store Purchase Return Form

2246 Guadalupe St. • Austin, TX 78705  
800-255-1896 Option 2 • weborder@universitycoop.com

We want all of our customers to be happy with the merchandise they have purchased from our stores. We are happy to ship back your exchange at no cost.

- If you have received something that is damaged or that you believe is in error, please give us a call at 800-255-1896 option 2, or email us at [weborder@universitycoop.com](mailto:weborder@universitycoop.com) so that we may correct any errors.
- For a return or exchange, please include a copy of your original register receipt and the following form in the package, then ship your item back to the Online Department at the address above (Please send to Attn: Online Department).
- Returns & exchanges typically take 2-3 weeks. If you need your new merchandise sooner, we recommend returning your purchase for credit and placing a new order online or by phone.
- Non-personalized clothing, souvenirs, and unopened school supplies may be returned up to 30 days after the date of purchase for a full refund with the original receipt.

**Return/Exchange Form:** Please detach the below form and include with your return. Use additional sheet if needed.

Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Shipping Address:** No PO Boxes, please.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Last 4 Digits of Credit Card Used: \_\_\_\_\_

MC  VISA  AMEX  DISC

**Purchase Information (found on top of receipt):**

DATE: \_\_\_\_\_ REG#: \_\_\_\_\_

TRAN#: \_\_\_\_\_ CSHR#: \_\_\_\_\_

TRANSACTION ID (found at bottom of receipt below barcode):  
\_\_\_\_\_

STORE LOCATION: \_\_\_\_\_

**Items I am returning:**

QTY	ITEM #	DESCRIPTION	SIZE/COLOR	REASON

**New Items I would like in exchange:** If you would prefer a refund, check the appropriate box at the bottom.

QTY	ITEM #	DESCRIPTION	SIZE/COLOR	PRICE

Credit the original payment used (we may need to contact you for payment info).

My order was a gift, issue refund to gift card.

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

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