

TO REPORT MERCHANDISE WHICH IS DAMAGED, MISSING OR INCORRECT

Your order has been carefully packed and thoroughly inspected.
Please check all cartons and review using the packing list enclosed.
If your order has been damaged or is incorrect notify Customer Service immediately
by calling 1-888-336-3114, emailing customerservice@utrecht.com or
writing Customer Service, Utrecht Art Supplies, PO Box 1267, Galesburg IL 61402-1267

TO RETURN MERCHANDISE WHICH IS NOT DAMAGED

We ask that you make return decisions within 365 days.
This will allow us to make an exchange, refund or credit your account to your satisfaction. Complete appropriate sections and place this form
inside carton with merchandise being returned. Pack merchandise carefully. Ship, via Fed Ex Ground/UPS or insured USPS, to the attention of

Utrecht Art Supplies Customer Service

1000 S. Linwood Rd.

Galesburg, IL 61401

We cannot accept returns sent C.O.D.

Merchandise Return Form for ORDER #

PLEASE INDICATE THE ACTION YOU WOULD LIKE US TO TAKE

Credit Card/ Refund/ Exchange for items listed/Apply Refund to new items listed

Please tell us why you are returning this merchandise so we may use this information to improve our service to you

No longer wanted Received wrong item Duplicate Order Defective

Ordered wrong item Quality Unsatisfactory Backorder arrived too late

Brief explanation of reason for return please: _____

ITEMS RETURNED

Item/Sku	Description	Qty	Price	Total

EXCHANGE OR NEW ITEMS ORDERED

Item/Sku	Description	Qty	Price	Total

If additional payment is due, please indicate method of payment below: Enclose your check or money order made payable to Utrecht Art Supplies or confirm the credit card account by including the last 4 digits, the expiration date and your signature.

Please charge my: Visa Mastercard Discover American Express Existing Open Account

Check or Money Order enclosed

The last 4 digits of the Credit Card Account Number _____ Expiration Date _____

Authorized Signature _____