**DEFECTIVE ITEM**

Please place this item in the area for defectives right away, with the top copy   
of this form attached. The second copy goes to the merchandise buyer.

|  |  |
| --- | --- |
| Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nature of problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

 This item was accidentally broken, or found to be defective, in the store.

 This item was returned by a customer, who received:

 A replacement

 A cash or credit card refund

 A store credit

|  |  |
| --- | --- |
| Salesperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Retail Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Recommended action:

 Request replacement or credit from vendor

Done by \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_

 Discard, put in the staff “free box”, or donate to charity

 Mark down for clearance sale, label “as is”