

Return Guidelines for Vendor Merchandise

Dear [Vendor Name],

We appreciate your partnership and support. In order to ensure a smooth return process for vendor merchandise, please adhere to the following guidelines:

Return Policy Overview

- All returns must be initiated within [X] days of receipt.
- Merchandise must be in its original condition, including packaging.
- Items marked as non-returnable cannot be returned.

Return Procedure

1. Contact our customer service team at [Customer Service Email/Phone] to request a return authorization.
2. Once authorized, pack the items securely in the original packaging.
3. Include a copy of the original invoice with the return shipment.
4. Ship returns to the following address: [Return Address].

Refund Process

Your refund will be processed within [X] business days upon receipt of the returned merchandise.

Contact Information

If you have any questions or need further assistance, please contact us at:

Email: [Your Email] | Phone: [Your Phone Number]

Thank you for your attention to these guidelines.

Sincerely,

[Your Name]
[Your Position]
[Your Company]