

Vendor Merchandise Sample Instructions

Dear Vendor,

Please follow the instructions and policies below when submitting requested merchandise samples to the Army and Air Force Exchange Service. Due to limited warehouse space, only solicited samples are authorized for receipt. We appreciate your understanding and support.

1. All samples should be mailed and invoiced to:

Army and Air Force Exchange Service
ATTN: CS-A (Sample Warehouse)
3911 S. Walton Walker Blvd.
Dallas, Texas 75236-1598

2. Samples won't be returned unless requested. If you request returns, shipping costs will be at your expense.

3. Payment won't be made for samples with a total invoice cost under \$40.00. They will be returned to you at your expense (shipping cost) or disposed of locally.

4. Each Sample shipment must include a copy of the invoice or packing slip showing the item model/style number, description and cost for the items shipped. Samples must be invoiced separately from a regular merchandise shipment. If samples are sent at no charge, the invoice packing slip must show a unit cost for each item for receiving/accountability purposes and the invoice marked "Memo Only-Don't Pay."

5. Unsolicited samples are returned at vendor's expense or disposed of locally.

6. Samples must be shipped to AAFES freight prepaid: shipments sent freight collect are refused. AAFES returns solicited samples freight/postage paid if the total cost of the sample is over \$40.00

7. Include return authorization numbers for sample merchandise with samples at the time of shipment-include it on or with the invoice or packing slip.

8. Fill in the Sample Tag, AAFES Form 4250-36. Sample tags are provided by the buyer requesting the samples. (Use of Sample Tags are at the discretion of the Buyer, and is an optional requirement.)

9. Write "Sample" on the address label of each carton and give the name of the person requesting the sample and why the samples are being requested.

Thank you for your cooperation, we at AAFES look forward to doing business with you.

Ron Hurt
Chief, CS-A
Army & Air Force Exchange Service