



U. S. COAST GUARD  
 UNIFORM DISTRIBUTION CENTER  
 414 MADISON AVENUE  
 WOODBINE, NJ 08270

Phone: 609-861-7910  
 Fax: 609-861-7930  
 Email: udcreturns@comcast.net

UDC Refund / Exchange Slip

Customer Information

First Name: \_\_\_\_\_ Type of Order: Web Phone Fax (circle one)  
 Last Name: \_\_\_\_\_ Order Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Order Date: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ EMPLID #: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

RETURN INSTRUCTIONS:

- 1) Please return your items within 90 days of receipt and include this form along with a copy of the invoice.  
 We will gladly accept your return and give a refund or exchange for any unused / unwashed items.
- 2) Please send your package back by traceable US Mail, UPS, FEDEX or DHL and note that the fee for shipping the package back to the UDC is the customer's responsibility. We can not accept "Bill Recipient" packages.
- 3) For exchanges, please be certain to include what you wish to exchange your items.
- 4) Your exchange item(s) will be returned by USPS Priority Mail.
- 5) Please note any items that are defective.

THIS PAGE MUST ACCOMPANY YOUR ORDER INVOICE FOR ANY RETURN OR EXCHANGE

Stock Item	Qty.	Check One:	
		Refund	Exchange

If exchange, exchange for:	
Stock Item	Qty.

Please circle the appropriate code to help us improve our service to you.

- |                           |                       |
|---------------------------|-----------------------|
| A. Incorrect item ordered | E. Damaged item       |
| B. Incorrect item shipped | F. Duplicate shipment |
| C. Product not needed     |                       |
| D. Arrived too late.      |                       |

for office use only

Date received: \_\_\_\_\_

Initials: \_\_\_\_\_

Item(s) received: \_\_\_\_\_

Condition: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

----- cut here for mailing -----

ship to:  
 Commanding Officer  
 USCG Uniform Distribution Center  
 Attn: Returns Dept.  
 414 Madison Avenue  
 Woodbine, NJ 08270

Circle Here:  
 Refund      Exchange