

Bacone College Bookstore
Book Return/Exchange Form

2299 Old Bacone Rd Muskogee, OK 74403 :: 918-781-7281
 Fax: 918-781-7376 :: E-mail: bookstore@bacone.edu

Term: _____
 Name: _____
 ID #: _____
 Phone: _____
 E-mail: _____

Shipping Address: _____
 (no PO Boxes) _____

Please follow these simple steps:

1. Fill out this form in its entirety to receive proper credit.
2. Continue to fill out the bottom portion to exchange merchandise if necessary
3. Return product(s) to address listed above – **Postage to be paid by customer**
4. Credit to the student's account will be completed on arrival of returned merchandise
5. Product(s) must be **at** the store, or the store should be notified of book(s) due for arrival by the semester's Add/Drop period for full credit. Otherwise, credit will be issued during the buy back period and compared to buy back prices at the end of the semester.

Returns

Course ID

Example: AIS 1103

Course Description

Example: American Indian Studies

Exchange

Course ID

Example: AIS 1103

Course Description

Example: American Indian Studies

Shipment

Books for exchange will usually ship out in 1-2 business days unless otherwise notified

_____ : I will pick up my books at the bookstore on campus no later than the semester's Add/Drop Period
 _____ : Please ship for an additional fee of \$7.95 + .95 for each additional book.

_____ : UPS Ground
 _____ : UPS 2 Day (add \$15 to shipping total)
 _____ : UPS Next Day (add \$25 to shipping total)

Signed: _____

**If you have any questions regarding your return, please contact the Bookstore using the contact information above.*