ORDER ADJUSTMENT FORM

- Use this form within 30 days of receiving your order.
- Your account will be billed/credited accordingly.
- No returns accepted without our prior approval.
  Email Customer Care at orders@serrv.org or call 800.423.0071 for your Return Merchandise Authorization (RMA) Number.
- No credit for food unless damaged or defective.

Questions?
Customer Care is here to help!

TO SUBMIT THIS FORM:
EMAIL orders@serrv.org
FAX 888.294.6376

CUSTOMER INFORMATION
Name of Business / Organization
Contact Person Phone
Shipping Address
Customer Number
Order / Invoice Number Order/Invoice Date

ITEMS TO BE ADJUSTED

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SKU</th>
<th>QTY</th>
<th>ITEM NAME</th>
<th>TOTAL PRICE</th>
<th>CREDIT*</th>
<th>BILL EXTRA*</th>
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ITEMS TO BE RETURNED

Return Merchandise Authorization Number (RMA) is required for any items being returned.

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<tr>
<th>ITEM</th>
<th>SKU</th>
<th>QTY</th>
<th>ITEM NAME</th>
<th>TOTAL PRICE</th>
<th>CREDIT*</th>
<th>RMA #</th>
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*Check CREDIT if you would like the total price of a missing or damaged item to be credited to your account.
*Check BILL EXTRA if you would like to keep the extra item and have us bill you for the net price.
This adjustment will be reflected on your monthly statement. Credits will not be issued for extra items as you were not billed for them.

Please provide your email address if you need a credit memo (for Net-30 orders): __________________________

FOR INTERNAL USE ONLY:
Picker Date
Packer Date

FOR INTERNAL USE ONLY:
Date received CC rep Amount billed/credited
Approval Reference #2