FINAL SUMMARY CORRECTION WORKSHEET

Date: _____

Organization Name: _____ Phone #: _____

Sponsor Name: _____ Email Address: _____

Please use this worksheet to expedite corrections, damages and credits. We ask that you wait **1 WEEK** for students to bring all corrections to your attention before faxing this form. After **1 WEEK**, please email or fax this worksheet to MCF, Inc. Items will be shipped to the school within two business days.
Fax: 513-542-6284 or 800-469-7201; Email: mcf@fuse.net

Section I - This section deals with **RETURNS**, wrong items received by sellers. I am returning the wrong items listed below on the left. Please ship the correct items listed on the right.

Student Name	Wrong Item #	Wrong Item Description (Returning this item)	On Pack slip (Y or N)	Correct Item #	Correct Item Description (Please ship this item)	On Pack slip (Y or N)

Section II - This section deals with **SHORTAGES**, items not received by a seller. Please ship the items listed below.

Student Name	Item #	Item Description	On Pack slip (Y or N)	Student Name	Item #	Item Description	On Pack slip (Y or N)

Section III - This section deals with **DAMAGED ITEMS** (Must be in original packaging). Please ship replacement items.

Student Name	Item #	Item Description	On Pack slip (Y or N)	Student Name	Item #	Item Description	On Pack slip (Y or N)