

Aurora University Mailroom Return Form

To return any item complete the following form, attach to the item and return both to the mailroom. Retain a copy of this form for your records.

If you have questions please contact the Mailroom, ext 7823 or ext. 7824.

Department _____

Name _____

Extension _____

Date _____

Date Item Ordered _____

Reason for return:

***All items MUST be returned within 30 days.**