



Please note:

- 1. A service fee is charged per request: *personal purchases* - \$10; *department & indent purchases* - \$20
Please complete this form, print, and bring it into the store; the service fee will be processed at that time.
- 2. **A receipt is required for all refunds / exchanges**
- 3. A request for receipt reprint **does not extend the posted refund dates**

For our complete **Returns & Refund Policy**, including refund dates, please visit our website:
bookstore.ualberta.ca/t-returns.aspx

All information requested below is required for a receipt reprint

Today's date:

First Name:

Last Name:

Transaction date:

Transaction Total:

\$

Email:

Purchase Location:
please select one

- Main Store (SUB)
 Librairie Le Carrefour
 Augustana
 Online

Method of Payment:
please select one

- Visa
 MasterCard
 AmEx
 Discover
 Debit

Receipt reprints are available for credit, debit, ONEcard, and department and indent transactions.

Card Number: XX XXXX

for credit & debit cards

Other Payment Types:

We are unable to fulfill reprint requests for cash transactions.

ONEcard account number:

Indent

Indent Number:

BKS Journal Number:

Speedcode:

Cashier: detach portion below and give to customer with the reprint fee receipt

Please check your email for your receipt copy requested on:

Requests will be processed in the order in which they are received and may be available in 3 - 5 business days (not including the date of request). Requests for receipts older than 6 months may take up to 30 days to fulfill.