



### Questions About My Order

#### Customer Contact Information

Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Ordering Site: \_\_\_\_\_ Agency/School Code: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail Address: \_\_\_\_\_

#### Order Details

Purchase Order Number: \_\_\_\_\_

KCDA Order Number: \_\_\_\_\_

Cart Number, if available: \_\_\_\_\_

#### Product Information

Please give a description of your issue.

- Shortage
- Damage
- Back Order
- Invoice Question
- Shipped to Wrong Location
- Delivery Question
- Other

Please describe your issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_