

PROCESSING A REFUND

July 28, 2017

At this time, if a store needs to process a refund to a customer please contact the Marketplace Manager.

- Email marketplace@winthrop.edu Subject: Refund
- Please include the following information:
 - Store Name
 - Order No.
 - Customer Name
 - Refund Amount (not to exceed 100% of the item cost)
 - Reason