

# PRODUCT RETURN PROCEDURE

Simply fill out this form completely and include it with the product you are returning. Follow return policy below and send your return package, freight prepaid\* (your expense) to:

Returns Processing  
Corporate Accessories Group  
464 Common Street, Suite 242, Belmont, MA 02478

\* This charge will not be reimbursed.

## MERCHANDISE RETURNED

TRANSACTION NO.	REASON	PART #	ITEM DESCRIPTION	QTY. RETURNED
COMMENTS/DESCRIPTION OF PROBLEM				
To help us process your return in a timely manner, please provide a description of the problem you encountered with the product.				

## PRODUCT ORDERED IN RETURN

Complete the exchange form section only if you have not already ordered exchanged items. Otherwise a duplicate shipment and billing will result.

QUANTITY	PART #	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE

### RETURNS POLICY:

- PRODUCT MUST BE IN ORIGINAL CONDITION.
- PRODUCT MUST BE IN ORIGINAL PRODUCT PACKAGING, UNCUT, UNMODIFIED AND UNUSED.
- SPECIAL ORDER AND VALUE-ADDED ITEMS ARE ONLY REPAIRED OR REPLACED UNDER MANUFACTURER'S WARRANTY
- ITEMS NOT IN COMPLIANCE WITH RETURN POLICY WILL BE RETURNED TO YOU AT YOUR EXPENSE.

\_\_\_\_\_  
YOUR NAME

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
PHONE NO.

\_\_\_\_\_  
ACCOUNT NO.

\_\_\_\_\_  
DATE

SKU 52965