

Merchandise Return and Exchange Form



We want you to be completely satisfied with your Bindertek purchase. If, for any reason, you are not completely satisfied with our products or the service you received, you are welcome to return your item(s) **within 120 days for a full refund. No returns will be accepted after 120 days.** Refunds will be made in the same manner as payment was received. For exchanges, any additional amounts due will be charged to the same card used for the original purchase. If we are unable to use the same card, we will contact you for other payment options.

Simply provide the requested information, and return to the address listed at the bottom of this page. We suggest insuring your return for your protection. Credit (by original payment method) will only be given for merchandise returned in "as-new" condition. **Shipping charges are not refundable. Special order items may not be returned.**

DAMAGED ITEMS: Please contact us IMMEDIATELY at 1.800.456.3453 or info@bindertek.com if you have received any damaged items in your shipment.

IF YOU NEED TO RETURN AN ITEM

We would like to make your return as easy as possible.

- Complete the applicable sections below. Select the most appropriate Reason for Return.
- For a prompt refund, enclose this form with the item(s) you are returning.
- Carefully repack the items in the original package.

CONTACT/PURCHASER INFORMATION

Order Number (if known) _____ Account Number (if available) _____
 Name _____
 Address _____
 City _____ State/Prov/Country _____ Zip/Postal Code _____
 Daytime Phone (____) _____
 E-mail _____

QTY	ITEM #	DESCRIPTION	COLOR	PRICE EACH	TOTAL

Reason for Return:

- Return for Exchange Defective (please call us or explain in Explanations/Comments section below)
 Other (please explain in Explanations/Comments section below)

IF YOU NEED TO EXCHANGE AN ITEM

- List new items you would like in exchange below and include this form in your return package.
- Shipping charges will be added to your new order and will be calculated using real time shipping rates. Any credits or charges related to your exchange will be processed using the same payment method as your original purchase. If you are paying by check, please contact Customer Service to calculate your shipping charges.

QTY	ITEM #	DESCRIPTION	COLOR	PRICE EACH	TOTAL

EXPLANATIONS/COMMENTS

PLEASE SHIP RETURNS TO: Bindertek Returns Department, 147 Old Amherst Road, Belchertown, MA 01007 QUESTIONS? Call: 1.800.456.3453 • E-mail: info@bindertek.com • Visit: www.bindertek.com