



BINDERTEK

ORGANIZATION REDEFINED

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 30 days for a full refund**. Returns received **after 30 days are subject to a 20% restocking fee. No returns will be accepted after 90 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.

For your convenience, a return slip is provided below. 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. Jack Georges brand returns: please contact our customer service department to obtain return authorization.**

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

Merchandise Return Shipping Label



For your convenience, we've provided a Bindertek Merchandise Return Label below. Simply print out this form, cut out the Merchandise Return Label and affix to your return package. Please include your completed Bindertek Return and Exchange Form and any receipts/proofs of purchase in your package, so we can process your return correctly. Take the package to the carrier of your choice (postage required). We recommend insuring your package and using a form of traceable delivery for your protection. Please note, we cannot accept C.O.D. returns. If you need further assistance, please contact Bindertek Customer Service at 1.800.456-3453.

QUESTIONS?

Call: 1.800.456.3453 • E-mail: info@bindertek.com • Visit: www.bindertek.com

Order# _____	<div style="border: 1px solid black; padding: 5px; text-align: center;">Place Correct Postage Here</div>
From _____	

 Bindertek Returns Department 147 Old Amherst Road Belchertown, MA 01007	