Reach and Fill out the Merchandise Return Form



Customer Information		
* Name	Ship-to Account	
Cinthia Savard	178406	
* Email Address	* Phone Number	
cinthia.savard@staples.com	9999999999	

Return Pick-up Address		
* Street Address	Building/Floor/Suite/Room	
1616 EIFFEL	Building/Floor/Suite/Room	
* City, Province	* Postal Code	
BOUCHERVILLE, QC	JOM1CO	

R	leturn Options	
•	Choose Your Return Option	¥
	Partial Order	
	Entire Order	Reason for Return Select Value
	Empty Toner/ Inkjet Cartridges	

Return Options		
* Choose Your Return Option		
Partial Order	¥	
* Order Number		
Order Number		
Add product		

Return Options		
* Choose Your Return Option		
Entire Order	Ŧ	
* Order Number	* Reason for Return	
Order Number	Select Value	•

Additional Comments		

- From the Account menu, hover the Orders tab and select option Returns.
- From the **Customer Information** section, your eway buyer information is automatically shown.
 - You can modify the email address, as well as the phone or fax number if needed.
- From the **Return Pick Up Address** section, your default address is automatically shown.
 - If the product should be picked up at a different address, enter it here.
- From the **Return Options** section, select the type of return you wish to make.
- If you select Partial Order:
 - Enter the Order number in the new fields that appeared.
 - Enter the Product Number.
 - Specify the Quantity of the product to return.
 - Select the Reason for return.
 - You can click the Add Product button
- If you select Entire Order:
 - Enter the Order number in the new fields that appeared.
 - Select the Reason for return.
- From the Additional Comments section, you can enter a message for our driver.



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Return Policy General Terms We will accept returns of a product in saleable condition, within the applicable return period, with its complete and original manufacturer's packaging intact and undamaged, including Universal Product Code (UPC), manuals and parts where applicable, and a copy of the packing silp. Credit will only be issued when the item has been returned to up. Dickuc phanges may apply if outside our local delivery areas. All credit claims for damaged products, sales errors and shurt shipments should be requested immediately after receiving and veryfing your order and no later than 10 business days from invoice date. All requests for proof of delivery must be received within 60 days of the invoice date. P Mease select the checkbox to confirm that you have read the full Return Policy Codmit Request for Return

- Consult our **Return Policy General Terms** or view our full return policy by clicking on the **Return Policy** link.
- Check the box to confirm that you have read our return policy.
- Click the Submit Request for Return button.

