



STOCK PRODUCT RETURN FORM

Admit One Products allows **STOCK** product(s) to be returned for partial refund if your **STOCK** order is returned **within 10 days of receipt**. A re-stocking fee of **15%** (of product cost; shipping and handling costs are non-refundable) or **\$25.00**, whichever is greater, will be charged for non-defective items.

There are **NO RETURNS OR REFUNDS** for the following:

- wristbands in packs of 50 or 100
- freight or handling charges
- any custom products

We will not be responsible for the shipping costs of returned product(s) which may have been damaged in transit. Only full boxes/cartons can be returned for a partial refund. Refund processing time is 5-10 working days from receipt of returned goods.

For a partial refund:

1. Fill out this **ENTIRE** form and place it in the box to be returned.
2. You are responsible for all shipping costs.
3. We do not refund original freight costs or handling charges.
4. You are responsible for ensuring that the product(s) you are returning are re-sellable and in good condition.

No refunds on damaged products. Refunds cannot be processed unless all the information below is provided.

ORDER INFORMATION

[PLEASE ENTER THE FOLLOWING INFORMATION EXACTLY AS IT APPEARS ON YOUR CREDIT CARD STATEMENT; PLEASE PRINT CLEARLY]

Customer Name: _____
 Address: _____
 City _____
 State _____ Zip _____
 Phone: _____
 Fax: _____
 E-Mail: _____

Date of Original Order: ___/___/___ Returned Date: ___/___/___

Must be within 10 days from order date for product return refund.

AOP Job Number: _____ Purchased via: Web ___ Other ___

Plus original tax amount:	\$ _____
Original total price paid:	\$ _____
Less %15 restock fee or \$25 min. charge	\$ _____
Your expected amount of refund:	\$ _____

[Notification of refund will be sent to your email address.]

ORIGINAL FREIGHT AND HANDLING CHARGES WILL NOT BE REFUNDED

Reason(s) for return: _____

Admit One Products does not store credit card information on file. You will need to provide us with the following information to complete the refund process.

CREDIT CARD INFORMATION

Card Type: DISCOVER CARD Security Code:

Card #: - - - Expires: /



Card Number: - Expires: /

Authorized Signature*

Print name as it appears on credit card

Date

* Signature indicates that you understand and accept the terms indicated above.

FOR AOP USE ONLY

Receiving Dept: Product Return Date: ___/___/___ Received in good order by: _____

Description of Product(s) Returned: _____

Operations Dept: Approval Date: ___/___/___ Returned Authorized by: _____

Accounting Dept: Credit Amount \$ _____ Authorized by: _____ DATE ___/___/___

