



RETURN INSTRUCTIONS

- Please check your order upon receipt for accuracy.
- No returns or refunds after 30 days of receipt of merchandise.
- If just a return, please fill out the items being returned section. If exchange, please fill out both sections.
- For questions or concerns please contact API | AP School Store Customer Service at 866-367-7563 and have your order number ready.
- A UPS call tag will be issued for defective product or API | AP School Store error. All other returns are the responsibility of the customer.

FOR RETURNS & EXCHANGES

1. Please include a copy of the packing slip in the return or exchange.
2. Send completed bottom portion of this return & exchange form.
3. Ship goods back to the API | AP School Store. Please send to the following address via a traceable shipping method; FedEx, UPS, etc.

API
 Attn: API | AP School Store Return or Exchange
 10001 Aerospace Rd, Suite 104, Lanham, MD 20706

CUT ALONG THIS LINE

Order Number: _____ Name: _____

Phone Number: _____ E-mail Address: _____

Replacement Goods Shipping Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Return: _____

REASON CODES:

- (1) Damaged (3) Wrong Size (5) Wrong Item (7) Other (please specify)
 (2) Defective (4) Wrong Color (6) Changed my mind

ITEMS BEING RETURNED:							
Reason Code	Item #	Color	Size	Qty.	Description	Price	Total

EXCHANGES:							
Reason Code	Item #	Color	Size	Qty.	Description	Price	Total

*Please be sure to include this form, your packing slip and the goods to be returned or exchanged. If all 3 are not included, we CANNOT complete the return or exchange. **Thank You!**

This order was pulled by

This order was packed by