PLEASE PRINT AND FILL IN THIS FORM AND INCLUDE IT WITH YOUR RETURNED MERCHANDISE!

If you wish to return a product that you have purchased from **ExtremePDA**, please follow the instructions below:

1. Please complete the Return Authorization Form below
2. Return your product in a manner that protects the merchandise or wrap it well within its original packaging. Please be sure to include all parts that were included with the product.
3. Address package to ExtremePDA. LLC., 145 Church Road, Red Hook, NY 12571, USA
4. Please ship your package prepaid and insured or with delivery confirmation via U.S. Postal Service, UPS Ground or FedEx. (We cannot accept responsibility for uninsured packages or packages without delivery confirmation returned through the U.S. Postal Service.)
5. If you are requesting an exchange, it will be shipped via U.S. Postal Service or FedEx Ground.
6. Please be aware that shipping charges are non-refundable and not reimbursable; however, if you choose to exchange an item or items, you will not be charged additional shipping or handling.
7. Please allow up to 14 days for returns processing.

RETURN MERCHANDISE FORM

Name: _____ Day time phone #: _____

Order #: _____ Email Address: _____

Reason Codes
(please indicate reason code in the form below):

DA	Damaged	**RW**	I received wrong item
OW	Ordered wrong item	**ND**	Not as described / pictured (describe below)
DE	Defective	**O**	Other (Please describe below)

Other / Additional Comments:

Item(s) Returned					
Reason Code	SKU:	Product Name:	QTY:	Price:	Refund / Exchange (circle one)
					R E
					R E
					R E
					R E

Exchange Request			
SKU:	Product Name	QTY:	Price:

If the item(s) you are requesting in exchange is not available: ☐ Back-order the item

☐ Refund

- In order to qualify for a full refund, merchandise must be returned in new and unopened condition
- Merchandise that is returned used or missing packaging, accessories, parts, supplies is subject to a 15-25% Return Fee
- No refund or exchange will be honored for merchandise that is damaged, disfigured, scratched, abused or missing original packaging.
- For additional information, please read the ExtremePDA.com Return Policy at **http://www.extremepda.com/returns.html**

Send return merchandise to:

ExtremePDA
Returns / Exchanges – *ORDER#*
145 Church Road
Red Hook, NY 12571
USA

Signature (REQUIRED): **X**_____ Date:_____

(Your signature indicates acknowledgement and agreement with the terms of the ExtremePDA.com Return Policy)