



## Return Policy

If you are dissatisfied for any reason, you will receive full credit provided general supply items are returned in the original packaging within 30 days or technology and stocked furniture items in the original packaging within 14 days. After the 14 day period the manufacturer's warranty applies and you need to contact the manufacturer directly for warranty repair or replacement.

Folding chairs and tables, which have been used and are out of their original carton, may not be returned.

Returns on stocked furniture are subject to a freight and/or re-stocking charge and must be in new condition. Special order, non-stocked merchandise will be ordered upon request but may be returned only if damaged or defective.

## Return Procedures

Returns are performed on your next delivery. If you do not place an order within 5 days, the Delivery Service Representative will be instructed to complete the pickup on day 6. To enable us to re-sell the merchandise, please do not write on the packaging or on the product that is being returned.

- Go to Order Tracking
- Click on the order number
- Page to bottom - Click on 'Begin return'
- Complete the return
- Go back to Order Tracking
- Click on the return order number
- Choose 'Printer Friendly Format'
- Print a copy and attach to the items