



GraduationSource will gladly accept the return of new items in their original packaging and in resalable condition (*unopened, unused, undamaged*) within 15 days of order receipt.

**Before you start to pack up your returns, please see the conditions of our return policy:**

- A. Custom or Made to Order items cannot be returned
- B. Must be within 15 days of delivery
- C. Must be in a new & unused condition inside original packaging (resalable)

**When packing your items to return, please do the following steps:**

- Step 1. Print and complete this form to include in your return package(s)
- Step 2. Ship your return using a method that provides you a tracking number and save that number
- Step 3. Securely attach your shipping label to the outside of your return box(es)

**Ship to:** GraduationSource, Attn: Returns, 200 Pemberwick Road, Greenwich, CT 06831

Step 4. Fill out the order information required in the form below:

### ORDER RETURN DETAILS

Order Number	<input type="text"/>
Contact Name	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Step 5. Fill out the return reason information required in the form below:

### RETURN REASON DETAILS

Reason for Return	Size	Color	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**EXCHANGES ONLY** - Exchanges are handled as separate and new transactions: To make an exchange, follow the return process above, then place a new order for the item(s) you need to replace:

**COMMENTS:**

Have you placed a new order yet ? ☐ Yes ☐ No