

To expedite your refund, please fill out the return form completely. Incomplete forms may result in a delay in your refund.

If for whatever reason you are dissatisfied with your order, we will accept returns **no later than 30 days from the date of purchase**. Items being returned **MUST** be in new and re-sellable condition.

Refunds will be in the amount of your original purchase price. If you return items that received a price discount, refunds will be adjusted accordingly.

STEP 1: Please Complete the Information Below

Name		Phone Number	
Address		Email Address	
City		Order Number	
State		Date Ordered	
Zip Code		Payment Method (circle one)	Credit Card / PayPal

STEP 2: Enter Merchandise Information

To help us serve you better, please enter one of the following return codes:

(Q) Quality **(E)** Received more than ordered **(P)** Not as pictured **(D)** Defective/Damaged **(U)** Unwanted **(L)** Arrived Late **(W)** Wrong Item Sent

Item #	Quantity	Description	Return Code	Office Use
If applicable, person you spoke to:		Special Instructions/Communications:		

STEP 3: Ship Items to Us

Please package all items carefully for return shipment. Beaducation is not responsible for items that are damaged during return. If shipping USPS, you may wish to add delivery confirmation, as we are not responsible for items that are lost in transit.

The customer pays the return shipping costs unless the merchandise is incorrect or defective. Please make sure that your package has adequate postage. Any packages requiring postage due will be refused.

Return the products within **30 days of order date** to:

Beaducation Returns
 365 Convention Way
 Redwood City, CA 94063

Refunds for returned items may take up to five business days to process after we receive them. We will issue the refund to the original method of payment.

If you have questions, please e-mail us at orders@beaducation.com or call Customer Service Monday through Friday, 9am to 5pm PST at **650.261.1870**