



# Junction of Function Return Policy

Junction of Function wants you to be completely satisfied. If you are not satisfied with your purchase, please return it to Junction of Function within 30 days of ordering for an exchange, credit or refund. All items must be in unused, and in saleable condition.

Include this completed form in return package with the merchandise.

<b># 1</b>	<p><b>ORDERED BY:</b> Complete the following to assist us in accurately processing your return</p> <p>HWT Order/Invoice #: _____ PO #: _____          Customer Name: _____ Phone #: _____          Company: _____ Email: _____</p>												
<b># 2</b>	<p><b>LIST THE RETURNING ITEMS BELOW:</b> (additional items use separate page)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">CODE</th> <th style="width: 50%;">DESCRIPTION</th> <th style="width: 25%;">QUANTITY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	CODE	DESCRIPTION	QUANTITY									
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<b># 3</b>	<p><b>REASON FOR RETURN:</b> (check appropriate box)</p> <p> <input type="checkbox"/> Damage/Defective      <input type="checkbox"/> Wrong Item Sent      <input type="checkbox"/> Missing Item (see step 5)  <input type="checkbox"/> Wrong Item Ordered      <input type="checkbox"/> Too Many Sent      <input type="checkbox"/> Duplicate Order  <input type="checkbox"/> Other (explain) _____         </p>												
<b># 4</b>	<p><b>RETRUN/EXCHANGE TYPE:</b> (check appropriate box)</p> <p> <input type="checkbox"/> Return – processed based on original payment method; allow 4 weeks for processing  <input type="checkbox"/> Exchange: Complete Exchange Form (Step 5)  <input type="checkbox"/> Send replacement of same item(s) that are being returned  <input type="checkbox"/> Credit      <input type="checkbox"/> Gift Return         </p>												
<b># 5</b>	<p><b>EXCHANGE OF ITEM: LIST MISSING ITEMS OR NEW ITEMS YOU ARE REQUESTING</b>          (Junction of Function) Customer Service will contact you regarding any required payment)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">CODE</th> <th style="width: 50%;">DESCRIPTION</th> <th style="width: 25%;">QUANTITY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	CODE	DESCRIPTION	QUANTITY									
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<b>#6</b>	<p><b>RETURN SHIPPING:</b> Please include this document and ship products by UPS or insured mail or by some other method that allows for tracking your shipment (C.O.D. shipments will be refused). Record tracking numbers below:</p> <p>All returns should be shipped to:</p> <p>Junction of Function, Inc.          Returns Department          8603 Ibis Cove Circle          Naples, FL 34119</p>												