



## 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.**

If your order was placed via our **website**, follow these steps in requesting a return:

- **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**

If your order was placed via **phone or fax**, follow the following steps in requesting a return:

Call Customer Service and provide them with invoice number and 6-digit Office Depot SKU number (or manufacturer's part number) of the product being returned and credited.

Give a brief description of the reason for the return/credit, i.e. ordered in error, damaged/defective.