



## Return Form

<b>Date of return</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Sales Order #</b>	
<b>Invoice # (if applicable)</b>	
<b>Shipping Address (as it appears on the Invoice or Packing Slip)</b>	Street Address:  City, State, Zip:
<b>Email Address</b>	

\*All fields are required for GovDocs to accept a return

Reason for Return: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This return request meets GovDocs' criteria for accepting returns

Signature: \_\_\_\_\_

### Return Policy:

While we stand firmly behind the quality and accuracy of our products, we understand that sometimes items or orders need to be returned. The GovDocs' Return Policy is as follows:

Electronic items and services are non-refundable. Electronic items or Services can however, within 30 days of shipment, be upgraded to Physical Items/Services. Please contact our Customer Service Center at 1-888-273-3274.

All other Products and Services: If you are not satisfied with an item you purchased, any product or service may be returned within 30 days of shipment. Upon receipt of the item at our Returns Center, a refund of the purchase price (minus any applied discount) will be applied to the order. Shipping and Handling charges are non-refundable. The customer is responsible for return shipping costs.

If you feel you received an item in error, please contact our Customer Service Center at 1-888-273-3274 before returning an item.

Return to:  
GovDocs  
1305 Corporate Center Drive  
Suite 400  
Eagan, MN 55121