



At Photos to Designs, our goal is to provide you with quality products at affordable prices. If you are not completely satisfied with our product(s), simply return it within 30 days of the original ship date and we will provide you with a refund or online store credit.

RETURNING AN ONLINE ORDER:

Please use the enclosed shipping label to return items to us. Once we have received your return, we will issue a refund or (store) credit for the purchase price of the item on your original method of payment, minus the return shipping fee. There is no fee to return damaged or defective products. When your product has been received, we will send you an email confirmation letting you know your return credit has been processed. This may take up to a week to process the credit.

EXCHANGE AN ITEM:

If you want to replace your order, place a new order on Photos to Designs.com and send your original back to us. When your return arrives we will promptly refund or exchange your order. Damaged or defective items shipped to us cannot be repaired. If you would like to replace the item, we encourage you to place a new order.

RECEIVED ITEM AS A GIFT:

If you are not completely satisfied with your gift, Photos to Designs will exchange it at the original purchase price of your gift. Online store credit will be given.

RETURN INSTRUCTIONS:

1. Use the original packaging or a sturdy corrugated container.
2. Complete the form below. Enclose with it the item(s) being returned.
3. Print clearly the requested information.
 - a. Order number is located on the packing slip
4. Print clearly the requested information on the return label.
 - a. Include order number
5. Attach return label over original shipping label on package. To track delivery, note FedEx tracking number for your own records.
6. Mail you package via USPS or drop your package at a FedEx pickup location.
7. ***Please keep the original packing list for your records until your return is fully processed.**



Print Name: _____ Gift: Y/N (please circle) Phone: _____

Reason Codes:

- | | | |
|-------------------------|----------------------------|----------------------------|
| 1. Damaged or defective | 2. Damaged in shipping | 3. Sent wrong item |
| 4. Received duplicate | 5. Changed mind | 6. Not as expected/quality |
| 7. Did not like gift | 8. Other – Please describe | |

ITEM CODE	DESCRIPTION	QUANTITY	REASON
AFTCAL	Calendar	4	4/Received Duplicate

PTD Internal Use Only

DATE: _____ PROCESSED BY: _____

COMMENTS: _____
