

RETURN AND EXCHANGE POLICY

- 1.** At the bottom of each student's order, there will be a note stating that if there is any problem with their order, such as missing items, damaged items, incorrect items, or if someone would like to order more of an item, the parent is to call Tom Evans Fundraising between the hours of 7:30 am and 4:00 pm Monday through Friday and we will be glad to take care of the situation without the parent contacting the school or the Fund Raising sponsor (unless of course other arrangements are made by the sponsor.) If you are not able to call during those hours please leave a voice mail and we will contact you the next day.
- 2.** Items that have been returned whether they were damaged or not can be returned by the student to the school office. Students or parents returning items will be asked to place a note on the item(s) so that we will know who to credit the item(s) to. The item will then be deducted from the student's order form, or exchanged, whichever step needs to be taken. If the item is a deduction, the computer work will be done, and the Fund Raising sponsor will be sent a new printout of any and all deductions or additions.
- 3.** A master list of such returns, exchanges, and additional items purchased will be kept by Tom Evans Fundraising for future references, and if possible, we suggest the Fund Raising sponsor do the same for comparison if it is needed.

RETURNS ARE AS EASY AS 1-2-3!!