

RETURN AUTHORIZATION FORM



Return Packaging Guidelines

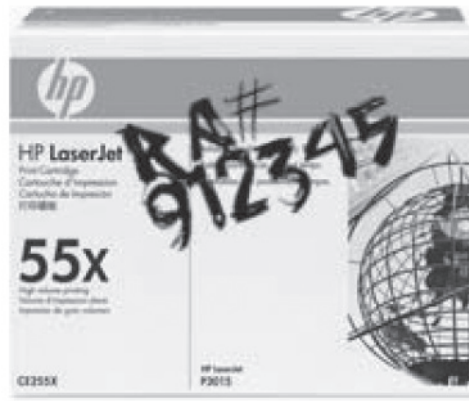
Our Return Policy requires all items to be in their original packaging and in re-sellable condition. In order to help our customers return items to us accordingly we have created the following guidelines. If you have any questions, please contact our Customer Service team at 1-877-597-3261.

- **Please do not write on the product or product packaging! Writing on the product or its packaging renders the product unsellable. If the item is being returned in its own outer box (i.e., Toner box), please write the RA# on a separate sheet and attach it to the box.**

Right



Wrong



- All products and components/manuals must be returned exactly as they were received
- It is best to use the original Lyreco outer box and packaging which your item(s) were sent and received in
- If the original box and packaging are not available or damaged, any box that is a suitable size and in good condition can be used. Please ensure that the item(s) is properly surrounded with fill material to prevent damage during transportation.
- For your convenience, you can write your RA information below and then cut the sheet where indicated. Simply affix the slip to the outside of the boxed return and have it ready for the Lyreco delivery person.



RA# _____