



12959 Coral Tree Place
Los Angeles, CA 90066

Promotional Items Return Form

If you wish to cancel during the 4-week trial period, you may be required to return any promotional items received to Stamps.com in their original condition at your expense and comply with all of Stamps.com's Return Policies.

- Merchandise must be returned within 15 days of your cancellation date. We cannot accept items returned and received more than 15 days after the cancellation date for any reason.
- Merchandise must be in original condition (i.e. unopened, unused, undamaged).
- All items returned must be sent with **Delivery Confirmation**.

Step 1 Fill out order number:

You can find your order number on the packing slip included with the order, in the order confirmation email or in the My Account section of the website.

Order #																			
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Step 2 Fill out contact information:

Date ____ / ____ / ____
 Name _____
 Address _____
 City _____ State _____
 Phone _____ Email _____

If you are returning merchandise that is more than 15 days old, defective, shorted, opened or damaged due to shipping, please call for authorization.

Failure to return the plan package: We will charge a replacement fee (as specified in your Service Plan Agreement) for failure to return the plan package pursuant to the instructions herein.

Step 3 List item(s) you are returning, including reason for return:

Item	QTY	SKU	Description	Return Code
1				
2				
3				
4				
5				

Reason for return (fill in letter above) A. Damaged D. Defective G. Arrived late B. Dissatisfied E. Wrong item ordered H. Promotional item C. Wrong item shipped F. Changed my mind	Additional Comments:
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Step 4 Enclose and return

Enclose the return form and a copy of your packing slip along with the merchandise packed in the original manufacturer's packaging, in the condition in which they were received.

Please ship returns to:

Stamps.com
Attn: Returns
28355 W. Witherspoon Parkway
Valencia, CA 91355

Shaded area for office use only: Date processed ____ / ____ / ____	Process Codes:	Processing Results: 1. Return to stock 2. Return as single 3. Removed								
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