**RETURN POLICY TEMPLATE**

**LOGO**

|  |  |
| --- | --- |
| DATE OF UPDATE |  |
| VERSION NO. | 0.0.0 |

**Thank you for your business.**

Not satisfied with your purchase? We’re here to help.

Following are the terms and conditions that constitute our Return Policy.

|  |
| --- |
| RETURNS |
| * Returns must be initiated within 00 days from the date you received your purchase. * Items must be in their original state and condition and in the original packaging. * Include any invoice, packing slip, or proof of purchase. * Please allow 00-00 business days for the processing of returned items. |
| REFUNDS |
| * Customers will be notified via email upon receipt of returned item. * An additional email will be sent within 00 business days of receipt regarding the status of the return. * It may take up to 00 days for a refund to post to the account utilized for purchase. * A restocking fee of $00.00 may be deducted from your total refunded amount. |
| SHIPPING AND HANDLING CHARGES |
| * Shipping charges applied to the original purchase are non-refundable. * Shipping costs for returned items are the responsibility of the customer and are non-refundable. |
| EXCHANGES |
| * We currently do not offer exchanges.   –or–   * Exchanges may be processed for items of the same price. Additional fees may apply. |
| ADDITIONAL INFORMATION |
| Your Company Name  Attn: RETURNS  123 Street Name  City, ST 12345-7890  phone: 333-333-3333 X333 | email: returns@yourwebaddress.com |

|  |
| --- |
|  |