



Returns and Exchanges are easy!

All products purchased within **30 days** are accepted for credit or exchange (Sorry, but software is not returnable). Each product must be in salable condition. All return packages must be prepaid and insured for your own protection, please do not mail any packages C.O.D. as they will not be accepted. Original shipping charges will not be refunded.

Please include the following information and include it with your return items.

Today's Date:	Name:
Order Number:	Street:
Daytime Phone:	Street:
Email Address:	City, State, Zip Code:

Credit Card: (circle one) Visa / Master Card / American Express

Account Number:	Exp. Date:	CVV:	Signature (To Approve Credit Card Charges)
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Reason For Return: Damaged Wrong Size Wrong Color Didn't Like Gift

Type Of Return: Return enclosed items for full credit (Full credit will appear on the list card.) Received as a gift. You will receive a merchandise credit via email. Exchange enclosed items for the following: (There are no additional shipping charges. Differences in price will be credited/charged to the credit card provided above.)

Please indicate below which items you wish to receive in **exchange** for the items you are returning. (if you require additional space, please feel free to attach a list of items to this sheet.)

Item Description:	Item Description:
Item Number:	Item Number:
Quantity:	Quantity:
Unit Price:	Unit Price:

Ship Your Return To:
Filofax - Hampton #3
6345 Brackbill Blvd., Suite 300
Mechanicsburg, PA 17050

For Any Other Correspondence:
Filofax, Inc.
372 Danbury Road
Suite 171
Wilton, CT 06897