

Customer # _____ Invoice # _____ Date _____
 School Name _____ Contact _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____ E-mail _____

RETURNS OR EXCHANGES We want you to be a satisfied Budget Graduation customer. Letting us know the reason for your return or exchange will allow us to serve you better in the future. Please check the appropriate box below to let us know the reason for your exchange or return.

- Color Size Quality Other

RETURN ONLY shipping & handling charges are non-refundable unless manufacturer error

Return Item #	Description	Qty.	Item Price	Total
Merchandise Total				

Please include a copy of your invoice when returning merchandise. Refunds for credit card purchases will be credited to the same account. If you paid for your purchase with a check or money order, a refund check will be issued.

BUDGET GRADUATION GUARANTEE
 Your satisfaction is important to us. If you are not fully satisfied with our products or services, we will gladly refund the full price of your merchandise total.

EXCHANGE Check this box if you have already placed your exchange by phone

Return Item #	Description	Qty.	Item Price	Total

Return Item #	Description	Qty.	Item Price	Total
DO NOT COMPLETE SHADED SECTION IF				
YOU HAVE ALREADY PLACED YOUR				
EXCHANGE ORDER BY PHONE				

* Please send check or money order payable to Budget Graduation with all exchanges.
 * Payment must accompany all exchanges.
 * Replacement merchandise will not be sent if shipping and handling charges are not included.

MN Sales Tax: MN residents in Anoka, Dakota, Ramsey, and Washington counties, add 7.125% sales tax. MN residents in Hennepin county, add 7.275% sales tax. All other MN residents add 6.875% sales tax. If tax exempt, please provide a copy of tax exempt certificate.
CO Sales Tax: CO residents in Colorado Springs, add 7.63% sales tax. CO residents in El Paso County, add 5.3% sales tax. All other CO residents, add 2.9% sales tax. If tax exempt, please provide a copy of tax exempt certificate.

Subtotal	
Sales Tax (MN & CO; see below left)	
Shipping & Handling	
Total	
Date Needed By:	

Customer # _____ Invoice # _____



Return/Exchange Department
 4937 Otter Lake Road
 St. Paul, MN 55110

Cut and affix label to all return/ exchange packages

Conditions and Terms of Returns

- * Review orders upon receipt. Discrepancies must be reported within 3 days of receipt. Returns and exchanges are only accepted within 15 days of delivery. A 15% restocking fee will be charged for all returned items.
- * Full refunds are accepted only if products are returned unopened, unused, and in original packaging within 15 days of invoice date. No returns accepted on opened caps and gowns.
- * No returns or exchanges after 90 days.
- * Fill out the return form completely (Be sure your customer # is clear) and enclose it inside of your return package.
- * Tape package securely and return via insured parcel post, FedEx, or UPS.
- * Customer is responsible for all shipping & handling charges for returns.
- * Shipping & handling are non-refundable unless return is due to manufacturer's error.
- * No refunds or exchanges for custom printed items unless due to manufacturer's error.
- * Allow 7 days for processing of returns, exchanges, or credits after receipt by Budget Graduation.

Shipping & Handling

Call for S&H on orders of \$1400 and above

Merchandise Total	<input type="checkbox"/> Standard Delivery 10 business days from order receipt	<input type="checkbox"/> Express Delivery 7 business days from order receipt	<input type="checkbox"/> Alaska/Hawaii
\$00.01 - \$24.99	\$11.95	\$19.95	\$36.95
\$25.00 - \$49.99	\$13.95	\$25.95	\$44.95
\$50.00 - \$99.99	\$15.95	\$32.95	\$54.95
\$100.00 - \$199.99	\$19.95	\$42.95	\$59.95
\$200.00 - \$399.99	\$23.95	\$49.95	\$79.95
\$400.00 - \$599.99	\$48.00	\$78.00	\$120.00
\$600.00 - \$899.99	\$72.00	\$117.00	\$180.00
\$900.00 - \$1399.99	\$112.00	\$182.00	280.00
\$1400 and above	Please call	Please call	Please call