



US Math Recovery Council

RETURN / EXCHANGE FORM

INSTRUCTIONS FOR RETURNING UNUSED OR INCOMPLETE TEACHER TRAINING KITS and MATERIALS

1. Sign and fill out this form completely. Incomplete/incorrect information will delay your return/exchange or credit.
2. List the kit number(s) you are returning.
3. Fax this form to **1-800-816-5631** so we can track the return.
4. Mail all packages to: Mountain States Mathematics, Attn: Returns Department, 51 Coffeen Ave.# 101-272, Sheridan, WY 82801 (ph. 307-675-1009)
5. Include a copy of this form inside your return/exchange.

Are you requesting a CREDIT: _____ REFUND: _____ REPLACEMENT: _____
 OTHER: _____

Please let us know the reason for your return and check the appropriate box below.

- ____ Too many kits ordered – do not need
 ____ Did not need kit(s) and had to use pieces to make up other kits compete
 ____ Kit(s) are **incomplete** - need items replaced (missing or broken items) PLEASE LIST

Customer Name _____
 Address _____
 Address _____
 City: _____ State: _____ Zip: _____
 Contact name : _____ Telephone # _____

E-mail: _____
 Math Recovery Invoice # _____ Original PO# _____

RETURN ITEM	KIT NUMBER	QTY	ITEM PRICE	TOTAL
MERCHANDISE TOTAL				

TERMS AND CONDITIONS FOR RETURNS

- Shipping Charges are non-refundable unless return is due to company error.
- All returns must be received within 10 days of the date of training.
- Full refunds on unused, unopened kits.
- We are not responsible for lost or stolen returns/exchanges.
- Customer is responsible for return/exchange shipping charges.

CUSTOMER SIGNATURE: _____