

CampusMBA RETURN FORM

Thank you for your order. Are you returning a CampusMBA product or a product of your state association?

You can determine this by viewing the product on the main page of your state association's shop. The products are broken down in the left navigation bar as "Our Products," which identifies your state association's products, and "CampusMBA Products", which identifies a product of CampusMBA.

- To return a state association product, you must contact your state association office directly.
- To return a CampusMBA product, please follow the instructions below.

We want you to be completely satisfied with your order. If the product you received must be returned, send it via UPS or Insured Parcel Post, in its original condition to:

**CampusMBA Distribution Center
1780A Crossroads Drive
Odenton MD 21113
(800) 348-8653**

If you ordered a web-based product, please enter the name of the product in the space provided below and fax this form to CampusMBA at (410) 672-3504.

******Please note that Audio Program CD's and CD Rom Courses are non-refundable******

Backorders: If any item(s) are on backorder, we expect to be able to ship them within the next two or three weeks. If you would like to cancel a backorder, please call us at (800) 348-8653.

Refunds: CampusMBA will refund the value of the product and any applicable taxes in the same manner as payment was received; refund to credit card or by check.

Shipping Errors: If we have sent you the wrong product, you will also be refunded your original and return shipping costs.

Timely Returns: To be eligible for a refund, product must be returned within 30 days of the original order date. Returns will not be accepted after that date.

Further assistance: Please call CampusMBA at 1-800-348-8653 and refer to your order number printed on the receipt.

Thank you for choosing MBA for your professional real estate needs.

Please place this form in your return package and place a check next to the reason for the return. This will speed up the internal process.

_____ R1 – Product on Back order – No Longer Needed

_____ R2 – Product did not meet my expectations

_____ R3 – Product was received Damaged (if this was the case, please return the item in its original shipping package)

_____ R4 – Wrong product shipped

_____ R5 – Return this item and replace with*:

Item # _____ Product Title _____

Cost of Item Returned _____ Cost of Replacement Item* _____ Difference _____

Credit Card to be charged difference (if applicable) _____ - _____ - _____ - _____

Expiration Date ___ / ___ / ___ Signature of Card Holder _____

***Please note that there is a \$25.00 processing fee to transfer your order from one product to another if the product is a course.**