

RETURNS POLICY

No hassle returns! We want our customers to be completely satisfied with their purchase.

Wist Office Products is committed to providing the best service in our industry. We want all of our customers to be completely satisfied with the products and services we offer. We ask that upon receipt of your order, you examine the contents carefully. If you decide to return merchandise to Wist Office Products, we will accept that return for any of the following reasons:

- Damaged or defective merchandise
- Unused merchandise, if purchased in the previous 30 days
- Items received in error

All items returned must be in their original packaging. Please do not mark the product packaging in any manner.

Furniture and Special Products are not returnable to Wist Office Products. Please contact your sales representative if you have any questions about special items or furniture.

Return Instructions:

1. **Call Customer Service** to obtain a "Return Authorization" at **(480) 921-2900 or (800) 999-WIST (9478)**
2. You will be asked to provide the following information from the packing slip enclosed with the order:
 - Original packing list number
 - Product number and quantity of item(s) being returned
 - Reason for return
3. Return the merchandise along with a copy of the original packing slip to your shipping/receiving area or give it to your Wist Office Products delivery person.

A Wist Office Products driver will pick up the product(s) within three business days.

A delivery ticket will be provided to you upon pick-up. Please keep this receipt until credit has been issued to your account.

Note: If your order was sent via UPS, you must request a UPS call tag through our Customer Service Department.