

## **Return Policy**

Materials returned to any other location will not be credited.

**Return Address:** Data Recognition Corporation

Shelf Returns Department

7303 Boone Avenue

Brooklyn Park, MN 55428

**Return Questions:** shelfcustomerservice@datarecognitioncorp.com

Materials returned for credit will be accepted, provided the edition is current and invoiced within the last 3 months. Returned materials must be received by DRC within 3 months of invoice date.

All materials must be in the original unbroken shrink wrapped packages to be credited – loose copies will not be credited.

Opened one-unit cartons that are undamaged will be credited.

<u>Test Results are not returnable for credit. Specific sets, multi-level examination kits, stencils, manuals, scoring keys, and other miscellaneous accessories not sold in packages are not returnable.</u>

Be sure to package materials carefully for return. <u>To properly credit your account, we require that you enclose a copy of your original packing list or a copy of the original DRC invoice listing the items you are returning.</u> If all cartons are returned unopened, affix invoice or packing list to the outside of one carton. Returns not accompanied by an invoice or packing list will incur a 25% restocking charge.

When returning packages to us, DRC recommends using a trackable carrier, such as UPS or Federal Express. For your own protection, insure all packages you are returning. All transportation charges associated with returns must be prepaid and are the customer's responsibility.

Thank you for selecting Data Recognition Corporation as your assessment partner!