



Return Merchandise Authorization Form

To complete a Return Merchandise Authorization (RMA) request for The Paper Store, please complete the following form.

RMA Procedure:

- 1.) Read our Return Policy, which can be found at www.thepaperstore.com/return-policy, or under our Help and FAQ page on our website. Returns may be made within 45 days of the purchase. Refunds will be made to the original form of payment.
- 2.) Merchandise must be in Manufacturer's salable, like-new condition with the original packaging.
- 3.) Print and include this completed form along with the merchandise you are returning, to our Fulfillment Center at:

The Paper Store
ATTN: Ecommerce Returns
46 Industrial Road
Leominster, MA 01453

- 4.) Pack the merchandise securely.
- 5.) Customers are responsible for return shipping charges.
- 6.) If you have any questions or concerns, please reach out to our Customer Service Team, at 1-844-480-7100 or customerservice@thepaperstore.com.

Name:		
Address:		
Phone Number:		
Email Address:		
Order Number:		
Reason for Return (circle one):	<u>Defective</u>	<u>Damaged</u>
<u>No longer Needed</u>	<u>Wrong Size</u>	<u>Wrong Quantity</u>
<u>Unsatisfied w/Item(s)</u>	<u>Wrong Product</u>	<u>Miscellaneous</u>