

Returns

If you are not completely satisfied with all or part of your order, simply return it to us for a replacement, credit or refund on your invoice for the purchase price.

Follow these steps to return an item:

1. Please print and complete the [Office Centre/Teacher's Pet Return Form](#).
2. Complete the Return Form including invoice number, quantity of items being returned and one reason code for each item being returned.
3. Make a copy of your invoice and mailing receipt for your file.
4. Pack your items and Return Form in the original shipping carton if possible.
5. Ship your package via UPS Ground at [their nearest facility](#) or through the US Post Office. Be sure to keep your tracking number to follow your package until it reaches our warehouse.
6. Use the appropriate label for the carrier of your choice. (Listed below)

To return using UPS



Returns Department
Office Centre/Teacher's Pet
312 N. Parkerson Ave.
Crowley LA. 70526

To return using US Post Office



Returns Department
Office Centre/Teacher's Pet
P.O. Box 327
Crowley LA. 70527

Note: We will not accept reverse charges on Next Day Air, Federal Express or C. O. D. Returns.