

Step 1: Enter Contact Information

Name: _____ **Email Address:** _____

Order or Invoice # _____ **Phone Number:** _____

Step 2: Approve Terms and Conditions

To ensure that you are eligible to return your items, please review TCI's business terms and answer the questions below.

View the terms at www.teachtci.com/subscription-and-business-terms

- My order was fulfilled in the last 60 days.
- The product I am returning is unused and in salable condition.
- I understand that TCI does not accept items that are bent, torn, marked, stamped, bar-coded, or opened shrink-wrapped items.
- I understand that if I return an item to the TCI warehouse with an invoice date that exceeds 60 days or items that are not salable, those items will be discarded.

Step 3: List Item to be Returned In the form below please indicate the item(s) you are returning.

Quantity	Description	Item No.

Desired Action: Open credit on account OR Refund

*credit will be applied to original invoice, if unpaid at time of return

Step 4: Ship Materials to TCI

1. Choose a carrier to return your items (i.e. UPS, FedEx, USPS). Be sure your carrier can provide digital proof of delivery including receiver's signature.
2. Create a label using the address below:

TCI c/o Wagner Logistics
Attn: Returns
1201 E. 12th Avenue
North Kansas City, MO 64116

3. Package items to be returned to prevent damage during shipping. Credit cannot be issued for items damaged in transit.
4. Include a copy of this form in the box to ensure proper credit to account.
5. Ship your materials to TCI.