



Cool School Studios

Return Material Authorization Form

Phone: (866) 919-8884 • Fax: (402) 779-3315

Email: service@coolschoolstudios.com

Web: www.coolschoolstudios.com

These steps must be followed to return products purchased from Cool School Studios:

1. Contact our Customer Service Department at 1.866.919.8884 or service@coolschoolstudio.com to obtain an RMA number.
This must be done within thirty (30) days of the invoice date.
2. Completely fill out the Return Material Authorization Form in it's entirety and submit. Place a second copy of the form with the RMA number in the box with the product(s) being returned.
3. Clearly mark the outside of the box with the RMA number and ship to:
COOL SCHOOL STUDIOS
Attn: RMA
P.O. Box 130
Waterloo, NE 68069

Return Material Authorization Form

Applicant Name (School or Business)

Contact Person

Address

City

State

Zip Code

E-Mail

()
Phone Number

()
Fax Number

()
Mobile Number

Reason For Return (check all that apply or fill out the comments section)

Order in Error

Defective Item

Not Satisfied with the Quality

Product Damaged in Shipment

Qty	Item Number	Description	Order#	Order Date

Additional Comments for Reason of Return



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Custom Order Returns

The return of custom items is subject to acceptance by Cool School Studios / Publication Printing. If a custom order is authorized for return and is the customer's error, 50% of the purchase price will be applied as a standard restocking charge.

Return Shipping Charges

The customer is responsible for all transportation, insurance, duties and other charges that may occur for all returned product(s). The customer must ensure that the product(s) is appropriately packaged. Products shipped to Cool School Studios collect will be refused. Shipping damages resulting from improper packaging will be the customer's responsibility. Products will not be accepted by Cool School Studios for return if not accompanied by a valid RMA number, which must be clearly marked on the outside of the package, along with a copy of this form inside the package.

Electronic Signature

Name

Date (mm/dd/yy)

(by sending this form, you agree to the Terms and Agreement above)