

Return Instructions

If you wish to return the product(s), please follow the instructions below. Credit will be issued once we receive and process the return.

If you paid with a credit card, refund will be issued to the card used for the order. Please note, depending on your credit card company, it may take 2-10 days before credit posts to your account after we've issued the refund.

If your order was placed with a purchase order, we will send you a credit memo once we process the return. You may redeem the credit when you submit payment.

If you wish to exchange for a different product(s), please fill out the Product Exchange section on the Return Material Authorization form.

***Credit will only be issued for product(s) purchased thru Cerebellum Corporation.
Cerebellum Corporation is not responsible for packages lost or damaged during transit.***

Step One: Fill out the Return Material Authorization Form. Please fill out the questions on the Return Authorization form. **Please make sure your contact information is included.**

Step Two: Please circle the title(s) you wish to return on the packing slip. If the return quantity is different than the quantity listed, please cross it out and write in correct quantity return.

Step Three: If you wish to exchange to another product(s), please fill out the Product Exchange Request section.

Step Four: Double check to make sure all return products are inside the box. Include a copy of the Return Authorization form and original packing slip.

Step Five: Send the package to address below:

**Aspen Duplication
C/O Shane Griffin/Cerebellum
739 Westbrook Rd.
Kaysville, UT 84037**

** Please note: if more than 1 box is returned, please note total number of boxes returned on the packing slip and number the box 1 of 3, 2 of 3, 3 of 3 etc. **

If you have any questions, please contact Customer Service @ 866-386-0253 or email customerservice@cerebellum.com

Return Material Authorization

If you wish to return the product(s), please fill out this form and include it in return package. Credit will be issued once we receive and process the return.

If you wish to exchange for different product(s), **please fill out the Product Exchange section** on this form.

****To ensure full and timely credit, please read and follow the return instructions listed on page 1. ****

Invoice/SO No. (Listed on upper right of packing slip): _____

Sample:

Cerebellum Corporation
 145 Corte Madera Town Ctr
 Ste 406
 Corte Madera, CA 94925

Pack List: 8005

Date	Purchase No.	SO No.	Invoice No.
04/14/2016	05-000441	66928	185604

Ship To _____

Please indicate reason for return:

- Accidental Order
 No longer need
 Did Not Order
 Damaged
 Exchange
 Unable to use due to _____ (please include reason)
 Other: _____ (please include reason)

Product Exchange Request – **Please fill out this section only** if you wish to exchange for another product(s). Exchanged product(s) must be equal or lesser value than returned product(s) if original order was placed with credit card or PayPal.

Item #	Title	Quantity	Amount

Contact Information:

Name: _____ Tel No: _____

Email: _____