



### Contact Us

Phone: 415-883-6920  
Toll Free (US Only): 1-800-458-1948  
Monday-Friday: 8:00 AM – 5:00 PM Pacific Time

Fax: 415-883-6344  
E-mail: [service@officeplayground.com](mailto:service@officeplayground.com)

### Mailing Address:

Office Playground Inc.  
83 Hamilton Drive, Suite 100  
Novato, CA 94949-5674

### Returns + Exchanges

Do you want to return or exchange an item? No Problem! We are happy to accept all returns within 30 days of receiving your order.

A full refund will be issued for merchandise in new condition returned with its original packaging and accessories. Shipping costs are non-refundable.

### Return Instructions:

1. Please fill out the return and exchange form below.
2. Make sure to return your order in the original packaging.
3. Wrap package securely.
4. Send the package with the packing slip and this form to the mailing address shown here.
5. Once the item is returned, the refund will be issued within 5 business days. Please note that refunds will be processed back to the original credit card used to purchase the returned item(s).

### Damaged Items

Item arrived damaged? Please e-mail us at [service@officeplayground.com](mailto:service@officeplayground.com) or call us at 1-800-458-1948 for further instructions.

### Returns + Exchanges Form

What item(s) are you returning? \_\_\_\_\_

Why are you returning this item(s)? \_\_\_\_\_

Would you like to exchange this item or receive a refund? Exchange  Refund

If you are exchanging your order, what item would you like to receive in exchange? \*\* \_\_\_\_\_

\*\*If the item being received in exchange has a larger value than the item being returned I agree to pay the difference.

Signature \_\_\_\_\_

Date \_\_\_\_\_