

## Valley Office Products, Inc. Return Policy

If you are not completely satisfied with your purchase, Valley Office Products, Inc. offers a hassle free return or exchange. Simply email [valleyofficeorders@buyvop.com](mailto:valleyofficeorders@buyvop.com) with the details of your return.

Products must be returned within 30 days of the ship date. The item must be in the original packaging, unused and in saleable condition to receive credit (minus shipping charges).

All damage is to be reported within 10 business days of the date of order along with photo proof. We will either offer a replacement or a full refund. You will not be charged shipping.

All shortages to be reported within 10 business days from the date of order. We will ship the shorted item ASAP.

Shipping costs are non-refundable. Customers are responsible for all shipping and handling costs related to all returned products unless it is due to damage. Some items may be subject to a 15% restocking fee.

### Items that cannot be returned:

- Clearance items
- Food items
- Medicine and first aid supplies
- Unboxed items
- Special/customized orders
- Dated Goods