



Learn better, grow smarter.

RETURN FORM

IMPORTANT

In order for us to take back the item, a number of conditions must first be satisfied:

- You are able to submit a **purchase receipt, invoice or confirmation of the order**. Add this document to your return package!
- The item is undamaged and is still in its original, packaging, if received in this condition.
- The 14 days after purchase/collection have not been exceeded.
- A syllabus (loose-leaf course) is printed at the request of the customer. For this reason printed matter cannot be returned.

After evaluation, a credit note will be drawn up for the purchase amount, and if the package was returned as a whole, also the initial costs of shipping. The costs for the return shipment will not be refunded. If we accidentally **delivered an incorrect or damaged item**, please let us know via our contact form, along with a photo of the damage. We will issue you with a return label so that you can return the item free of charge.

RETURN ADDRESS

Acco Thomas More RETOURS
Rijweg 173
3020 Herent

You can also return your books yourself, each time accompanied by the completed return form:

- 1) via the services of James on De Vest campus, Mechelen. Books which are returned via De Vest campus are collected a number of times per month by Acco.
- 2) via the Acco shop in Antwerp (Prinsstraat 21).
- 3) via the Acco shop in Leuven (Maria-Theresiastraat 2-4).

YOUR INFORMATION

First name + last name:

Email:

Order number:

Date order:

Date return:

Article nr. (ISBN/EAN)	Title	Quantity	Reason*

*Reason (chose a number):

1. You no longer need the article, or ordered a wrong article.
2. Incorrect of wrong article
3. Damaged article
4. Wrong quantity of article
5. Other