

National Apartment Association
Bookstore Product Return Authorization Form
**** Fax to: 703-248-2440 ****

Company Name _____ Member ID# _____

Mailing Address _____ City/State/Zip _____

Contact _____ Phone _____ Fax _____

Brief Comment/Reason for Return: _____

Please list all items that you wish to return in the area below.

ORDER DATE	INVOICE NUMBER	PRODUCT CODE	DESCRIPTION	QTY	NAA APPROVAL

Please remember NAA Bookstore Return Policy

- Return all items to **The National Apartment Association, Attn: Debbie, 4300 Wilson Blvd, Suite 400, Arlington, VA 22203**
- A signed NAA Bookstore Return Authorization Form must accompany all returns. No Returns received without this form will be accepted.
- Items must be returned within 7 days of purchase
- Returned items must not be damaged. Damaged products will be discarded and credit will not be given. Be sure to pack carefully to prevent damage in shipment.
- **Videos are not returnable.**
- ❖ There is a *25% restocking fee* on all orders, which will be invoiced separately. Shipping charges are non-refundable.

For NAA Bookstore Use Only: Date Form Received: _____
<i>Authorized as Noted Above:</i> _____ <i>Date Form Approved:</i> _____