

RETURN CHECKLIST

- Contact PDI at +1-819-772-7777 or 1-800-HARVARD to obtain a return code

- Did I print the PDI authorization code on my parcel?
Return Code: _____

- Did I include a copy of my receipt in the package?

- Did I include a copy of this checklist in the package?

- Did I ship my parcel by **Postal Service** (US Mail or Canada Post)?
Note: Parcels returned by other services will be refused.

Signature: _____

Name (capital letters): _____

By signing this checklist, I (the client) assume all responsibilities for the package I reship and will assume all brokerage costs if I do not return my parcel as requested by The Professional Development Institute.

N.B.: This checklist needs to be faxed or emailed back to PDI in order for us to accept the package.

Fax: +1-819-772-1114

Email: rsvp@executive.org Subject: Return checklist