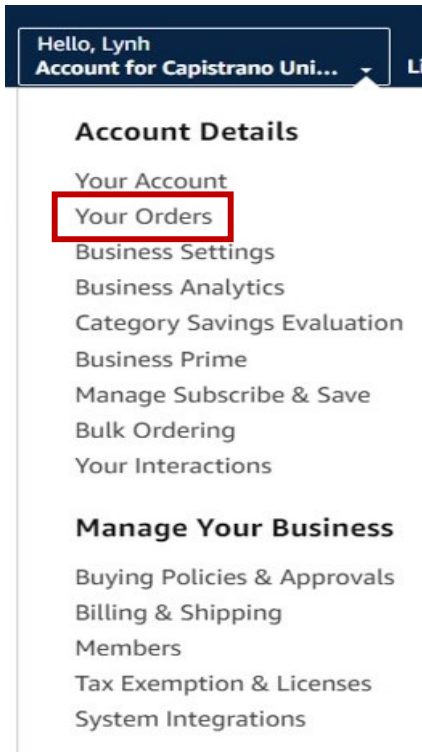


## HOW TO RETURN ITEMS

1. Log in to Amazon
2. Hover under your name and select YOUR ORDERS



Account menu for Lynh Capistrano. The menu is dark blue with white text. The top bar says "Hello, Lynh" and "Account for Capistrano Uni...". Below this, there are two main sections: "Account Details" and "Manage Your Business". Under "Account Details", "Your Orders" is highlighted with a red box. Other options include Business Settings, Business Analytics, Category Savings Evaluation, Business Prime, Manage Subscribe & Save, Bulk Ordering, and Your Interactions. Under "Manage Your Business", options include Buying Policies & Approvals, Billing & Shipping, Members, Tax Exemption & Licenses, and System Integrations.

Hello, Lynh  
Account for Capistrano Uni... Li

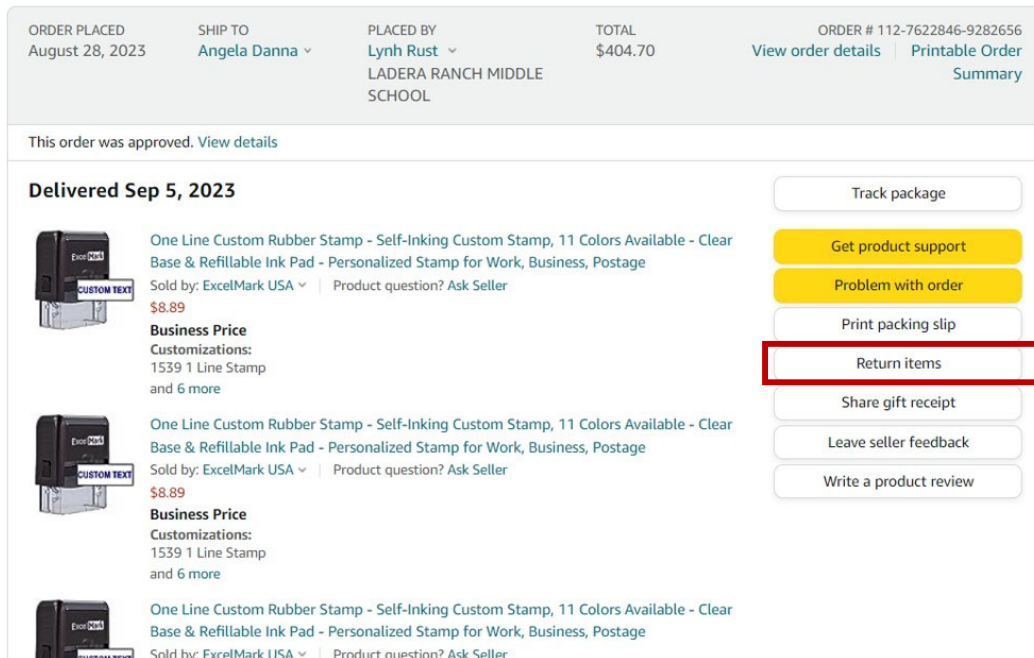
### Account Details

- Your Account
- Your Orders**
- Business Settings
- Business Analytics
- Category Savings Evaluation
- Business Prime
- Manage Subscribe & Save
- Bulk Ordering
- Your Interactions

### Manage Your Business

- Buying Policies & Approvals
- Billing & Shipping
- Members
- Tax Exemption & Licenses
- System Integrations

3. Select the order that contains the item(s) you want to return and click RETURN ITEMS



Order details for order # 112-7622846-9282656. The order was placed on August 28, 2023, for a total of \$404.70. It was shipped to Angela Danna and placed by Lynh Rust. The shipping address is LADERA RANCH MIDDLE SCHOOL. The order was approved and delivered on Sep 5, 2023. The page shows three identical items: "One Line Custom Rubber Stamp - Self-Inking Custom Stamp, 11 Colors Available - Clear Base & Refillable Ink Pad - Personalized Stamp for Work, Business, Postage". Each item is priced at \$8.89. The "Return items" button is highlighted with a red box. Other buttons include Track package, Get product support, Problem with order, Print packing slip, Share gift receipt, Leave seller feedback, and Write a product review.

ORDER PLACED August 28, 2023    SHIP TO Angela Danna    PLACED BY Lynh Rust    TOTAL \$404.70    ORDER # 112-7622846-9282656  
View order details | Printable Order Summary

LADERA RANCH MIDDLE SCHOOL

This order was approved. [View details](#)

### Delivered Sep 5, 2023

Track package

Get product support

Problem with order

Print packing slip

**Return items**

Share gift receipt

Leave seller feedback

Write a product review

One Line Custom Rubber Stamp - Self-Inking Custom Stamp, 11 Colors Available - Clear Base & Refillable Ink Pad - Personalized Stamp for Work, Business, Postage  
Sold by: ExcelMark USA | Product question? Ask Seller  
\$8.89  
**Business Price**  
Customizations: 1539 1 Line Stamp and 6 more

One Line Custom Rubber Stamp - Self-Inking Custom Stamp, 11 Colors Available - Clear Base & Refillable Ink Pad - Personalized Stamp for Work, Business, Postage  
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One Line Custom Rubber Stamp - Self-Inking Custom Stamp, 11 Colors Available - Clear Base & Refillable Ink Pad - Personalized Stamp for Work, Business, Postage  
Sold by: ExcelMark USA | Product question? Ask Seller

4. Select the specific item(s) that you want to return, choose the reason, then click CONTINUE

The screenshot displays a two-panel interface for returning items. The left panel, titled "Choose items to return", features a "Select All Items" checkbox at the top. Below it, four identical items are listed: "One Line Custom Rubber Stamp -...", "Size: Small", and "\$8.89". Each item has a "Details" link. The first item is selected, indicated by a blue checkmark in a box. A red arrow points to this checkmark. To the right of the selected item is a "Why are you returning this?" section with a "Choose a response" dropdown menu. The right panel shows a yellow "Continue" button at the top, with a red arrow pointing down to it. Below the button is a section titled "Items you're returning" which contains a small image of the selected rubber stamp.

5. Select method of return (whichever you prefer)

6. Select refund to original payment method and email the assigned Purchasing staff (card)

THAT'S IT!