

### **How to Reach Customer Service**

Sharp School Services wants you to be completely satisfied with your purchase. In the event you are not, contact us immediately at 800-578-9972.

### **Return Policy**

For all furniture returns, please contact your [territory sales representative](#) . For instructional materials, a return authorization is required on all returns or exchanges. Please contact our customer service department immediately. Returns are accepted within 30 days of purchase. Items must be in saleable condition. No returns on special orders or shipping charges. Contact our customer service department at 800-578-9972.

### **Shipping**

Free shipping on all orders of \$150 or more from our online catalog. Orders under \$150 will be charged actual UPS shipping charges. Furniture and equipment shipments will be charged actual freight cost if not pre-quoted by our furniture sales staff.

### **Payment Options**

We accept cash, check, Visa, Master Card, Discover and Sharp School Services gift cards as payment for orders. We also accept school purchase orders. Purchase orders may be faxed to 219-942-4215. All purchase order invoices are payable net 30 days from receipt of invoice.

### **Freight Damages**

Upon receipt of order, count all cartons and note any shortage or damages on the signed freight bill. Retain any damaged shipping cartons and notify Sharp School Services customer service department immediately at 800-578-9972. We will file all freight and shortage claims.

### **Gift Cards**

Gift cards purchased in the retail store can only be used in the retail store and can be purchased in any amount. Contact our customer service department at 800-578-9972 with any questions. Gift Cards cannot be purchased online.