



Harvard Planner Group

The Professional Development Institute PDI inc.

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Product-Return Policy

Before returning your order: Please call or email us at rsvp@eharvard.org to obtain an authorized product-return code. Please indicate your name, phone number, the invoice number and the reason for returning the order.

Please note that no returned goods will be accepted without a prior written authorization.

Reason for return:

- PDI's error: a full refund including shipping fees incurred will be issued upon receipt of the package.
- Client's error: PDI will refund the value of the goods returned less shipping fees.

All returns must be sent via governmental postal services (US Mail or Canada Post). Parcels returned by other services will be refused.

Product-Return Checklist

Please email a pdf version or a photocopy of this checklist

- Did I obtain a return code from PDI? Please record the code here: _____
- Did I print the PDI authorization code on my parcel?
- Did I include a copy of my receipt in the package?
- Did I include a copy of this checklist in the package?
- Will I ship my parcel by **Postal Service** (US Mail or Canada Post)?
Note: Parcels returned by other services will be refused.

Additional comments:

Name in capital letters: _____ Signature: _____

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

We appreciate your business and thank you for your cooperation.