

# Refund Request Form



39 Everett Drive, Princeton Junction, NJ 08550

Please return this form via e-mail to [accounting@entourageyearbooks.com](mailto:accounting@entourageyearbooks.com) or fax to 609-228-5048. Refunds are processed 6-8 weeks after delivery of yearbooks. Questions ? Call 888-926-6571 ext 3.

## Check Payable Information

Check Payable Name* (Person/Organization)	
Street Address	
City/State/Zip	
School Phone	
Main Contact Phone	
E-Mail Address	
Amount Requested	

\*Requests for checks to be made payable to an individual must be authorized by a school/organization administrator.

## Authorization

\_\_\_\_\_ By checking here, I certify that I am authorized to submit this request on behalf of

\_\_\_\_\_.

School/Organization Name

\_\_\_\_\_

Signature / Date

\_\_\_\_\_

Print Name/Title

## FOR OFFICE USE ONLY

Amount Refunded \_\_\_\_\_

Date Sent \_\_\_\_\_

Check# \_\_\_\_\_

Authorized by \_\_\_\_\_

Reason for Refund \_\_\_\_\_

Yearbook ID \_\_\_\_\_