Adobe
Step by Step Policy and Procedure
And Letter of Destruction

For prompt processing of you return, please completely fill out and return this Adobe letter of destruction. Please call 1-800-456-6783 x76081 if you hae any questions regarding this form or return procedures.

1. Ingram Micro reseller faxes completed letter of destruction requesting a return to Ingram Micro Customer Service License Returns Dept at 716-616-1257. <u>The letter must be on company letterhead.</u>

2. Within two (2) weeks, Customer Service will validate the request an will issue credit to the reseller. The reseller will be notified via telephone or email unless otherwise requested.

Adobe's License Return Policy
- Returns will be accepted within 75 days of Ingram Micro invoice date.
- Returns beyond 75 days will not be accepted
- No partial returns
- Requests must be rec'd prior to the 75th day

<h1 style="text-align:center">Adobe Letter of Destruction</h1>

Date:

Letter of Destruction
To Whom It May Concern:

This letter is to advise you that we have decided to return this licensing order. Accordingly, we ask that you amend your records upon acceptance of this letter indicating that we have not used the licenses below. In addition, we understand that we are required to destroy any copies of the media and documentation that exceed the number of licenses that we have purchased. In order to receive a credit for any excess media and documentation, we have certified below that such media and documentation has been destroyed. Once you receive this signed letter along with a printed certificate from www.licensing.adobe.com, the appropriate credit will be processed to the appropriate distributor who will credit the reseller with whom we placed this licensing order, and who is listed below.

Sincerely,

_____
Company Name

Product information

Description	Quantity	Cost

Reseller Name and Account #: _____

Reseller PO#:_____

End User Name: _____

End User PO#: _____

Distributor: Ingram Micro

Distributor PO#: _____

On behalf of _____, I confirm that the licenses listed above have been destroyed and therefore, have not been used. In Addition I confirm that all copies of the media and documentation for which we have applied for credit have been destroyed, and that the copies of the media and documentation purchased do not exceed the licenses purchased.

_____
Company Name

_____   _____
Contact Name   Signature

_____
Phone Number