



Appreciation at Work Refund Policy

Appreciation at Work has a very generous return policy and we are happy to offer returns on eligible products within 90 days of the purchase date. Shipping costs are not refundable.

Training Kits

In order to return:

- a) *The Appreciation at Work Implementation Kit;*
- b) *The Toxic Workplace Prevention & Repair Kit;* or
- c) *The Vibrant Workplace Training Toolkit;*

the implementation kit must be in its original packaging, undamaged and all components are present.

If the online training portion of *The Appreciation at Work Certified Facilitator Course* has been used, the refund amount will be \$300 (half of the total cost).

In order to return *The Appreciation at Work Small Group Training Kit* the following conditions should be met:

- the online tutorial has not been used
- the Participant Guides are returned unopened and in original packaging

Individual Online Tutorial

The following conditions should be met:

- the online course has not been used
- the code for the *MBA Inventory* has not been used

Toxic Videos

In order to receive a refund for any of the *Toxic Workplace Online Video Courses*, the videos must be unwatched.

Languages of Appreciation at Work™

Motivating By Appreciation Inventory codes

Refunds are not available for *MBA Inventory* codes; however, you may cancel your order within 24 hours of your order being placed, if the code is unused.

Books

We do not accept returns on book orders unless there is damage during shipment and prior authorization is given by the Director of Customer Service.

Returned copies of *The 5 Languages of Appreciation in the Workplace*, must have unused *MBA Inventory* code in the back for a refund to be given.

Damaged or Missing Items

All products that are damaged or missing components upon your receiving them will be replaced by us; photo verification of damage may be requested.

Contact Information

If you have any questions or concerns, please contact us either by email:

admin@appreciationatwork.com or phone, 316-681-4431.