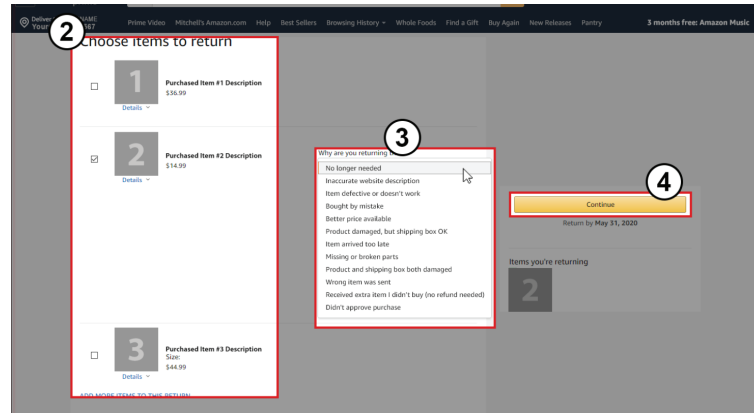**1.** Log in to your Amazon account, and select 'Returns and Orders' (located on the top-right side of the screen).

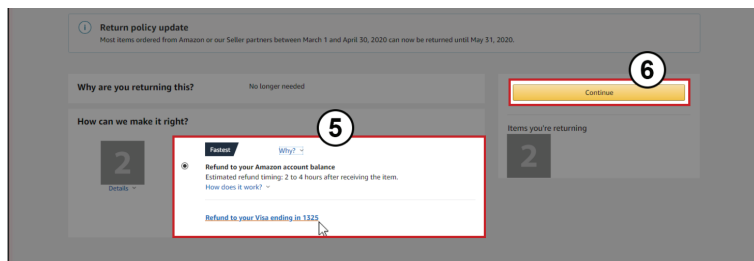**2.** Select the item/s to be returned from your previous orders list.

3. Use the drop-down menu to select a reason for the return.

4. Click / tap 'Continue' button to proceed.

5. Click / tap the radio button to select your preferred refund method.
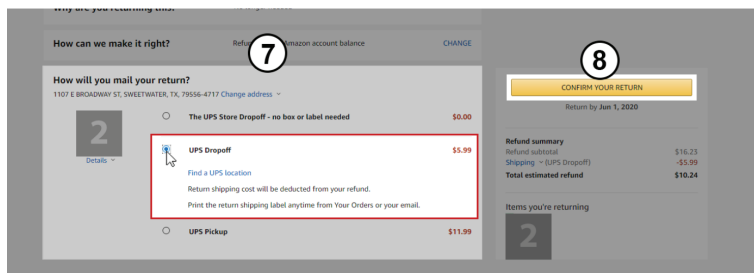
6. Click / tap 'Continue' button to proceed.

7. Choose how you will return your item/s. Select the 'UPS Dropoff' radio button.
   Note: CGS is not a UPS Store. The default selection must be set to 'UPS Dropoff'.
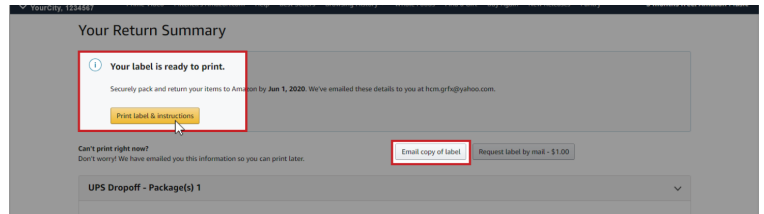
8. Click / tap 'Continue' button to proceed.

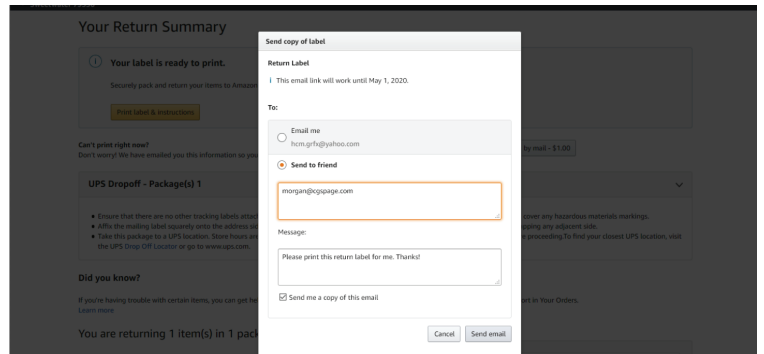**9.** Print your shipping label and return instructions.

   Self: To print your own label & instructions, select the yellow 'Print Label & Instructions' button. Bring your items to CGS for return shipping.

   CGS: To print your label & Instructions at CGS, select the 'Email copy of label' button, and continue.

10. Enter the correct CGS email address in the field provided.

11. Click / tap 'Send email' to send your print files to CGS.
   You will see a confirmation message if successful.

12. Once you have successfully printed or emailed your label & instructions, bring your item/s to CGS to complete your return.

If you have any difficulty or need assistance preparing your return shipment, call CGS at 325-235-1677.