

# RETURN LABEL INSTRUCTIONS



To return your old pager device, please take the following steps:

1. Read important information regarding customer liability of leased equipment, click [here](#).
2. Print the Return Label Instructions, Device Return Form and Merchandise Return Label (you may print these onto regular white paper.) There will be two pages.
3. Fill out the Device Return Form.
4. Place your device(s) and any other applicable accessories (such as holster, charger) into the package.
5. Place the completed Device Return Form into the package with the pager(s) to be returned.
6. Write your return address onto the Merchandise Return Label in the upper left corner.
7. Seal your package.
8. Cut out the Merchandise Return Label and affix it to the outside of your package.
9. Affix the proper postage and drop your sealed, labeled package into any US Post Office collection box or give it to your letter carrier. To avoid any potential equipment return disputes, Spok® recommends using a traceable shipping method for equipment returns.
10. Your package will be delivered to the address on the label and processed

You must return your old pager within 30 days in order to avoid being charged for non-return of the unit. To protect the pager during shipping, please re-use the box in which you received your new pager or other sturdy packaging materials.

If you have any questions, please call the Customer Service Center number located on your invoice. Thank you for your business and continued support.

## DEVICE RETURN FORM

<b>Customer Name</b>	
<b>Account Number</b>	
<b>Pager Phone Number</b>	
<b>Pager Capcode</b>	
<b>Pager Serial Number</b>	
<b>Pager Phone Number</b>	
<b>Pager Capcode</b>	
<b>Pager Serial Number</b>	
<b>Pager Phone Number</b>	
<b>Pager Capcode</b>	
<b>Pager Serial Number</b>	
<b>Pager Phone Number</b>	
<b>Pager Capcode</b>	
<b>Pager Serial Number</b>	

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**Merchandise Return Label**

FROM:

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**Place Postage  
Here**

The Post Office  
will not deliver  
without postage

**SPOK RETURNS  
3000 TECHNOLOGY DR  
SUITE 400  
PLANO, TX 75074**