



MERCHANDISE RETURN FORM

Thank you for your purchase. If for any reason you need to return an item, please help us serve you better by following the instructions below and by including this completed form in the carton with the items being returned.

INCORRECT OR DAMAGED MERCHANDISE

If your order was not filled properly (item or quantity difference) or items were damaged and replacement is needed, please contact us immediately at 800-4-WESLEY (800-493-7539) for instructions. Hours of operation are Monday through Friday, 8:00 AM - 4:30 PM EST. You can also e-mail us at wph@wesleyan.org.

RETURNING MERCHANDISE

TO RECEIVE CREDIT TO YOUR ACCOUNT

- Please return current catalog or stock items only. (Imprinted or engraved items are not returnable.)
- Please return materials no later than 30 days* after the invoice date for full credit.
- Item(s) should be unused, clean, in saleable condition and in the original packaging, if applicable.

*Returnable Sunday school material needs to be received before the 4th Sunday of the quarter for credit.

*Returnable VBS materials need to be received by July 21 of the same year for full credit.

PACKAGING

- Circle description(s) of items being returned on the other side of this packing slip and indicate the quantity.
- Include the packing slip with the item(s) being returned.
- Pack all items carefully to prevent damage during shipping.
- Please ship via the carrier that delivered to insure that you receive credit for the items being returned.
- Retain receipts as confirmation of shipment. We can only track FedEx Ground and UPS shipments.

REASON FOR MERCHANDISE RETURN

Wesleyan Publishing House has already been notified of this return. YES NO

Incorrect item(s) sent Incorrect quantity sent Damaged

Ordered wrong items(s) Other (please specify): _____

Your name or contact person: _____

Daytime phone: () _____

Please e-mail confirmation of receipt of materials _____ @ _____

CHECK LIST

- Clarify any questions regarding items being returned.
- Enclose this packing slip.
- Indicate the reason for the return.
- Verify that all address information is correct.
- Pack all items carefully to prevent shipping damage, then **SHIP TO:**

**RETURNS
WESLEYAN PUBLISHING HOUSE
c/o Warner Press
1201 E. 5th Street
Anderson, IN 46012**

Questions? If you have any questions or need further assistance, please call 800-4 WESLEY (800-493-7539), FAX 800-788-3535, or e-mail wph@wesleyan.org. Please reference the packing slip number and the name on the account.