

RETURN FORM

(Please complete)

Customer Number _____

Name _____

Address _____

Postcode _____

FOR OFFICE USE ONLY

ACTION

DATE
INITIALS

ORDER NO.
DESPATCH NO.

TO RETURN BOOKS

1. Please enter below the details of each item being returned, giving: leaflet month, item number, description, quantity and reason of return.
2. If you are returning more than one box of books please ring us on the number below to organise a collection.
3. After completing this form please enclose it with your books and place the pre-paid label on the front of your parcel and send it to us.

MONTH	ITEM NO.	DESCRIPTION	QTY	RETURN CODE	REFUND REQUIRED	REPLACEMENT REQUIRED
					*YES/NO	*YES/NO
					*YES/NO	*YES/NO
					*YES/NO	*YES/NO
					*YES/NO	*YES/NO
					*YES/NO	*YES/NO

Please use the following return codes:

A Faulty on arrival

C Warehouse error (correct book shown on Advice Note)

E Arrived too late

B Damaged in transit

D Keying error (incorrect book shown on Advice Note)

**Delete as necessary*

OTHER

If you have any queries please contact Scholastic Book Clubs on **0845 603 9091**

Thank you