



MERCHANDISE RETURN FORM

Thank you for your purchase. If for any reason you need to return an item you have received, 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 1-800-4 WESLEY (1-800-493-7539) for instructions. Hours of operation are Monday through Friday, 8:00 a.m. – 4:30 p.m. 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 date of invoice for full credit.
- Item(s) should be unused, clean, in saleable condition and in the original packaging, if applicable.

*Returnable Sunday school materials need to be received before the 4th Sunday of the quarter for full 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 this 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 FED EX 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 item(s) Other (please specify): _____

Your name or contact person: _____ Daytime phone: () _____

Please email confirmation of receipt of materials _____ @ _____

CHECK LIST

- Clarify any questions regarding items being returned
- Circle the descriptions of items being returned
- Indicate the reason for return
- Verify that all address information is correct
- Pack all items carefully to prevent shipping damage, then

SHIP TO: RETURNS

WESLEYAN PUBLISHING HOUSE
7990 CASTLEWAY DR.
INDIANAPOLIS, IN 46250

Questions? If you have any questions or need further assistance, please call 1-800-4 WESLEY (1-800-493-7539), FAX us at 1-800-788-3535 or e-mail us at wph@wesleyan.org. Please reference the packing slip number and the name on the account.