

Scholastic Return Form

(Please complete)

Customer Number _____ Invoice Number _____

Name _____

Address _____

Postcode _____

TO RETURN BOOKS

1. Please enter below the details of each item being returned, giving catalogue number, description, quantity and reason for 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 to us.

ISBN	DESCRIPTION	QTY	REFUND REQUIRED	REPLACEMENT REQUIRED
			*YES/NO	*YES/NO
			*YES/NO	*YES/NO
			*YES/NO	*YES/NO
			*YES/NO	*YES/NO
			*YES/NO	*YES/NO

* Delete as necessary

Please circle the reason for return

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)

OTHER

If you have any queries please contact Scholastic Ltd on 0845 603 9091 or enquiries@scholastic.co.uk

Thank you

FOR OFFICE USE ONLY

ACTION _____ DATE _____ INITIALS _____

ORDER NUMBER _____ SC/SI/SE _____