

7001 Discovery Blvd, Dublin, OH 43017
 memberservice@juniorlibraryguild.com
 800.743.4070 | www.juniorlibraryguild.com

Return Instructions

Junior Library Guild wants you to be satisfied with your selections. If you receive a title that you already own, or a title that you do not wish to place in your library, you can return it for exchange at any time.

Exclusions

- Titles sent to your library with shelf-ready processing may NOT be returned.
- Titles that have been processed with attached labels, property stamps, etc. may NOT be returned.
- Special order titles are not available as replacement titles. These titles will be noted on the book details page with copy such as this: **Please note:** *This title is available by special order only and cannot be used as a substitution or replacement for JLG or SLJ Series Nonfiction Category books. Orders for this title cannot be canceled.*

Instructions

- Complete the Return Authorization Form on the following page and include it with the books you wish to exchange if you have not already made your selections. This will speed-up the process of sending out replacement titles. If you have already received your replacements place mark the correct field so we know you have been taken care of.
- Affix the postage-paid label below to the outside of your box and place the box in the mail—the postage is on us. The postage-paid label is provided by the U. S. Post Office—packages should be placed in the mail for return.
- Once we receive the books you wish to exchange, JLG will ship out your replacement selections at NO charge—we pay the shipping both ways! If your replacements have already been ordered by Customer Service, a sales order number will be listed on the Return Form.

If you have any questions or concerns, please contact our Member Service department at 800.743.4070 or via email at memberservice@juniorlibraryguild.com.

2410.006

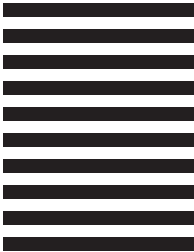


FROM: _____

POSTAGE DUE COMPUTED BY
 ACCEPTANCE POST OFFICE

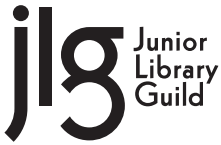
POSTAGE _____
 INSURANCE FEE (IF ANY) _____
 SPECIAL HANDLING FEE (IF ANY) _____
 PICKUP ON DEMAND FEE (IF ANY) _____
 TOTAL POSTAGE AND FEES DUE \$ _____
 INSURANCE DESIRED BY
 PERMIT HOLDER FOR \$ _____
 (VALUE)

NO POSTAGE
 NECESSARY
 IF MAILED
 IN THE
 UNITED STATES



MERCHANDISE RETURN LABEL
 PERMIT NO 1 JUNIOR LIBRARY GUILD DUBLIN, OHIO 43017
 7001 DISCOVERY BLVD

POSTAGE DUE UNIT
 US POSTAL SERVICE
 219 MAPLE STREET
 PLAIN CITY, OHIO 43064



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Return Authorization Form

Please complete this form and include it with your return—this will speed-up the process of sending out replacement titles. If you have any questions or concerns, please contact our Member Service department at 800.743.4070 or via email at memberservice@juniorlibraryguild.com. Thank you!

Account # _____

Date: _____

School/Library Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

E-mail address: _____

Reason for return:

EXCHANGE DUPLICATE SHIPMENT OTHER (please specify) _____

To ensure accuracy in providing the titles you request, include both the ISBN and title of the books you would like to exchange. If your list is too long to fit on this form, please attach a separate sheet.

- All returns are a book-for-book exchange.
- Replacement titles will be sent with any applicable processing (based on your current order)
- Replacement titles must be in the same format as the title being returned (an audio title may be replaced for an audio title, a print title for a print title)

Title(s) Being Returned:

ISBN	TITLE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Replacement Title(s) Requested:

ISBN	TITLE
_____	_____
_____	_____
_____	_____
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