



## REQUEST FOR REPLACEMENT OF DAMAGED OR DEFECTIVE BOOKS

### Return Damaged Items To:

*School Book Supply Co. of LA  
Attn: Shannon Sturgeon  
9380 Ashland Road, Suite 190  
Gonzales, LA 70707*

### Parish Return Information:

**Date of Return:** \_\_\_\_\_  
**Parish / School:** \_\_\_\_\_  
**Ship To Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**P.O #:** \_\_\_\_\_  
**P.O. Date:** \_\_\_\_\_  
**Invoice #:** \_\_\_\_\_  
**Account #:** \_\_\_\_\_

**If you would like School Book Supply Co. of LA to handle your return freight arrangements, you will also need to complete the "Return Freight Request" form on our website and fax it to 225.647.0750.**

**\*\*Please note that defective request have to be approved by the individual publishing companies and can take 2-6 weeks to process.**

### Return Authorized By (Parish or School Contact Person):

**Name:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**We are requesting that the following damaged or defective items be replaced:**

Qty. Purchased	Qty. Defective	Louisiana Book No.	Publishers' ISBN No.	School Name	Reason For Return <small>*Please give detailed description of defect or damage</small>

***\*Note: Please fax a copy of this form and the "Return Freight Request" form to 225.647.0750. Also include (1) copy with the returned items to assist us in processing your request.***