



RETURN FREIGHT REQUEST

For Items That Need To Be Returned To:

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

Required Information (all blanks must be completed):

Date of Request: _____
Parish: _____
School Name: _____
Street Address: _____
City: _____
State: _____ Zip: _____
For Invoice #: _____
No. of Boxes to
Be Picked up: _____

**Please complete this form
and fax it to 225.647.0750.**

Return Authorized By (Parish or School Contact Person):

Name: _____
Phone #: _____
Signature: _____
Email: _____

***If you have any questions, please contact
Shannon Sturgeon @ 800.272.3055.***

If you return this form, School Book Supply Company will process a request for UPS or Motor Freight to come pick-up the items you are wishing to return for credit. However, it is the customer's responsibility to make sure all items are properly packed and securely boxed to prevent damage to any of the items you are wishing to return.

If you would like to insure your items, please check the applicable box below. Insurance runs approximately \$1.00 per every \$100.00 dollars worth of merchandise. The insurance fee will be included in the return freight and billed to you.

PLEASE CHOOSE ONE OF THE BELOW BOXES TO WAIVE OR ACCEPT THE INSURANCE OPTION:

YES – I WANT TO INSURE THE ITEMS BEING RETURNED, AND I UNDERSTAND THE INSURANCE FEE WILL BE INCLUDED IN THE RETURN SHIPPING COST.

NO – I DO NOT WANT TO PURCHASE INSURANCE FOR ITEMS BEING RETURNED, AND I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR ITEMS DAMAGED DUE TO INSUFFICIENT PACKAGING.