

Church Name: _____

Church City & State: _____

Customer Name: _____

Customer Email or Phone: _____

What would you like to return? Please enter information requested below.

| Reason Code * | Quantity Returned | Item SKU Code | Item Description | Date of Order | Order # |
|---------------|-------------------|---------------|------------------|---------------|---------|
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Reasons for Return

*Please indicate reason for return by placing a reason code in the space provided. (see right)

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|-----------------------------|--------------------------|
| 1-Ordered wrong item | 6-Wrong item shipped |
| 2-Ordered too many | 7-Wrong quantity shipped |
| 3-Not what I expected | 8-Material defective |
| 4-Order entered incorrectly | 9-Package damaged |
| 5-Order shipped in error | |

Additional Comments: _____

Your return will be refunded via original form of payment whenever possible.

Please do not write in this section. OFFICE USE ONLY.

| Inv | Quan | Code | Description | Reg Price | Adj Price | Total |
|-----|------|------|-------------|-----------|-----------|-------|
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Return Policy: Refunds will be granted only on current year products that arrive in **sellable condition** within 90 days of purchase (shipping not included). **Returns after 90 days are NOT refundable; no credit will be issued for returns received after 90 days.**

Refund Total

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To process a return, fill out the information above and send this form back with your materials.

We recommend that you **do not send packages via postal Media Mail** as most packages are damaged in shipment, making the materials non-refundable.

If you have any questions, please contact one of our customer service representatives.

Phone: 518-494-6000, Option 2
E-mail: lcm@wol.org

Return Label – Please use clear tape to attach this label to your package.

Word of Life LCM Returns
600 Ryerson Rd
Lincoln Park NJ 07035