

**Word of Life Local Church Ministries  
A Division of Word of Life Fellowship**



**Church Name:** \_\_\_\_\_

**Church City & State:** \_\_\_\_\_

**Customer Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Reason Code *	Quantity Returned	Item Code	Item Description	Date of Order	Sale ID #

↓

**Reasons for Return**

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

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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Inv	Quan	Code	Description	Reg Price	Adj Price	Total
<b>Refund Total</b>						

Thank you for your order! All you need to do is fill out the information above and send this form back to us along with your materials and we'll take care of the rest.

We recommend that you **do not send your return via USPS Media Mail** as most packages get damaged in shipment.

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

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

Word of Life LCM Returns  
71 Olmstedville Rd  
PO Box 129  
Pottersville, NY 12860