

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



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

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

Return Policy: Full refunds will be granted only on current curriculum returned in **sellable condition** within 30 days of purchase (shipping not included). After 30 days, all returns are subject to a 10% restocking fee. **Materials from previous years are NOT refundable; items received will be discarded.**

Subtotal
Less 10% Restock Fee

Refund Total

We're here to make returns easy and hassle free!

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 packages via postal Media Mail** as most packages get damaged in shipment; consequently we would not be able to give you full credit for those materials. If you have any questions or need help arranging your return, please contact one of our customer service representatives.

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

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