OUR SUNDAY VISITOR'S RETURN AND DAMAGED MERCHANDISE POLICY

Merchandise damaged in transit: Our Sunday Visitor will replace any merchandise damaged in transit including dust jackets, gift boxes, slipcases, and jewel cases. Damaged merchandise must be reported within 5 working days. When reporting damaged merchandise please inform your sales representative of any shipping carton damage; wet, broken, torn, poor condition, etc. Replacements for dust jackets, gift boxes, slipcases, and jewel cases due to normal wear can be purchased by contacting your sales representative.

Returns for credit: Our Sunday Visitor will accept for credit all merchandise returned in saleable condition. Items must be free of stickers and sticker residue, contain no additional markings such as pricing, store or school logos, not be bent, torn, or damaged, and still be in print. Cassette, video, and CD-ROM cases must not be cracked.

Returns will be accepted: within 10 days from invoice date for individuals, within 6 months from invoice date for church and school accounts, and within 12 months from invoice date for bookstore accounts. Returned items should be shipped in cartons not to exceed 17" x 15" x 10" and/or 50 lbs. Books must be packed flat and not on their spines. Empty space must be filled with white paper (no newsprint), bubble pack, or Styrofoam. Each carton must include: your name, your address, and a copy of the original packing slip. Quality of an undamaged return is your responsibility, package with care. Packages not meeting these requirements will not be accepted and will be returned to the customer at the customer's expense.

Due to the nature of the products the **Catholic Almanac** will not be accepted for return after June 1 of the issue year (e.g. June 1, 2006 for the **2006 Catholic Almanac**) and September 1 of the issue year for **Catholic Vacation Bible School** items (e.g. September 1, 2007 for the 2007 **Catholic Vacation Bible School** items).

Please return materials via 4th class uninsured mail to **Our Sunday Visitor / 200 Noll Plaza / Huntington, IN 46750**. For further information please call 1-800-348-2440.

			Reason for return:			
Item ID #	Quantity	Title	Damaged	Not Ordered	Overstock	Not Satisfied
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
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			☐	☐	☐	☐