

7858 Industrial Parkway, Plain City, OH 43064  
memberservice@juniorlibraryguild.com  
800.743.4070 | www.juniorlibraryguild.com

# Return Instructions

Junior Library Guild wants you to be satisfied with your selections. If you receive a title that you already own, or a title that you do not wish to place in your library, you can return it for exchange at any time.

### Exclusions

- Titles sent to your library with shelf-ready processing may NOT be returned.
- Titles that have been processed with attached labels, property stamps, etc. may NOT be returned.
- Special order titles are not available as replacement titles. These titles will be noted on the book details page with copy such as this: **Please note:** *This title is available by special order only and cannot be used as a substitution or replacement for JLG or SLJ Series Nonfiction Category books. Orders for this title cannot be canceled.*

### Instructions

- Complete the Return Authorization Form on the following page and include it with the books you wish to exchange if you have not already made your selections. This will speed-up the process of sending out replacement titles. If you have already received your replacements place mark the correct field so we know you have been taken care of.
- Affix the postage-paid label below to the outside of your box and place the box in the mail—the postage is on us. The postage-paid label is provided by the U. S. Post Office—packages should be placed in the mail for return.
- Once we receive the books you wish to exchange, JLG will ship out your replacement selections at NO charge—we pay the shipping both ways! If your replacements have already been ordered by Customer Service, a sales order number will be listed on the Return Form.

If you have any questions or concerns, please contact our Member Service department at 800.743.4070 or via email at memberservice@juniorlibraryguild.com.

2020-05

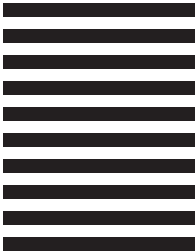


FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTAGE DUE COMPUTED BY  
ACCEPTANCE POST OFFICE

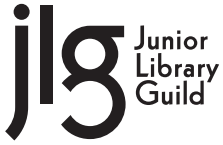
POSTAGE \_\_\_\_\_  
INSURANCE FEE (IF ANY) \_\_\_\_\_  
SPECIAL HANDLING FEE (IF ANY) \_\_\_\_\_  
PICKUP ON DEMAND FEE (IF ANY) \_\_\_\_\_  
TOTAL POSTAGE AND FEES DUE \$ \_\_\_\_\_  
INSURANCE DESIRED BY  
PERMIT HOLDER FOR \$ \_\_\_\_\_  
(VALUE)

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**MERCHANDISE RETURN LABEL**  
PERMIT NO. 1  
JUNIOR LIBRARY GUILD  
PLAIN CITY, OHIO 43064  
7858 INDUSTRIAL PARKWAY

POSTAGE DUE UNIT  
US POSTAL SERVICE  
219 MAPLE STREET  
PLAIN CITY, OHIO 43064



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 800.743.4070 | www.juniorlibraryguild.com

# Return Authorization Form

Please complete this form and include it with your return—this will speed-up the process of sending out replacement titles. If you have any questions or concerns, please contact our Member Service department at 800.743.4070 or via email at memberservice@juniorlibraryguild.com. Thank you!

Account # \_\_\_\_\_ Date: \_\_\_\_\_

School/Library Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Reason for return:**

EXCHANGE    DUPLICATE SHIPMENT    OTHER (please specify) \_\_\_\_\_

To ensure accuracy in providing the titles you request, include both the ISBN and title of the books you would like to exchange. If your list is too long to fit on this form, please attach a separate sheet.

- All returns are a book-for-book exchange.
- Replacement titles will be sent with any applicable processing (based on your current order)
- Replacement titles must be in the same format as the title being returned (an audio title may be replaced for an audio title, a print title for a print title)

**Title(s) Being Returned:**

ISBN	TITLE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Replacement Title(s) Requested:**

ISBN	TITLE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____