

RETURN MERCHANDISE FORM

Refer to our Returns Policy below

Please complete this form and return it with the merchandise AND a copy of the invoice so that proper credit will be given. Send your package to:

**Hope Publishing Company
Returns Department
380 S. Main Place
Carol Stream, IL 60188.**

IMPORTANT: If your merchandise was damaged in transit, save the original package and notify our Customer Service Department before returning. You may contact us by calling (800) 323-1049 or you may send an email to **hope@hopepublishing.com**.

Returns Policy

To qualify for 100% credit on returned goods, you must observe the following:

- Copy of invoice must accompany return
- No return after 6 months from date of invoice
- Videos, Orchestrations, DVDs, CDs, and Cassettes are not returnable.
- Returned goods must be in re-salable condition.

Customer Name _____ Account # _____

Address _____ City/State/Zip _____

Phone _____ Email _____

Reason for return: (Check one)

Invoice # _____

- | | |
|---|--|
| <input type="checkbox"/> Overstock | <input type="checkbox"/> Incorrect Item Received/Please credit |
| <input type="checkbox"/> Changed Mind | <input type="checkbox"/> Incorrect Item Received/Please exchange |
| <input type="checkbox"/> Defective | <input type="checkbox"/> Damaged |
| <input type="checkbox"/> Other (please explain) _____ | |

Items Being Returned:

Quantity	Code #	Description

If you should have any questions or problems concerning this order or your return, please contact us at **(800) 323-1049** or email us at **hope@hopepublishing.com**

THANK YOU FOR YOUR ORDER. WE APPRECIATE YOUR BUSINESS.