

Materials Return Instructions

1. **Evaluate the condition of your materials.**

To receive full credit, less shipping & handling, materials must be returned in new, resalable condition within 30 days of receipt. We are unable to accept books that have damage, writing, stamps, or stickers.

2. **Call to receive a Return Materials Authorization Number.**

1.800.566.2966

3. **Evaluate the weight of your return.**

Each box should weigh less than 40 pounds.

4. **Select sturdy boxes.**

Please note that the boxes in which you received your materials are intended for one-way shipping only. We recommend using new, sturdy boxes. Boxes that are torn, have crush damage, or have been wet will fail in shipping.

Tip: Heavy boxes of books are prone to bursting in shipping which will cause significant damage to the contents.

5. **Pack the materials in the boxes, tightly.**

Ensure that each box is packed tightly. Partially packed boxes allow room for the contents to slide around during shipping and get damaged. Fill any empty space in the box with adequate packing material. We suggest using the following:

- ▶ Packing peanuts
- ▶ Bubble wrap
- ▶ Cardboard flats

DO NOT use newspaper or plastic shopping bags, as the ink will transfer onto the books.

6. **Place your Packing List in the box.**

If you have misplaced your original Packing List, please insert a piece of paper in the box with your name, complete address, and RMA number.

7. **Ship your materials in a trackable manner to the following address:**

Shurley Instructional Materials, Inc.
Attn: RMA Number _____
366 SIM Drive
Cabot, AR 72023

Tip: We recommend insuring your return. UPS, Federal Express, and USPS Priority Mail provide insurance by default. If you choose USPS Media Mail, you will need to add insurance coverage.