



Please Call our Customer Service Department Toll Free at 800-225-0248 for a Return Authorization Number.* When returning material, please include your return authorization number and your packing slip after filling in the returns section below. **We do not accept returns on individually sold Teacher Toolbox access packs, materials that have been used and/or are not in "saleable condition," and individual components of Ready® Achievement Packs and BRIGANCE® Kits.** For your protection, ship materials by an insurable and traceable method.

Return packages to:

US RETURNS:

RETURNS DEPARTMENT/WAREHOUSE
Curriculum Associates, LLC
1 Distribution Center Cir # 200
Littleton, MA 01460

CANADIAN RETURNS:

The UPS Store
Attn: RETURNS DEPARTMENT
3-1750 The Queensway, Suite 200
Etobicoke, ON M9C 5H5

RETURN INFORMATION:

*Return Authorization # **(REQUIRED)** _____ Order number _____

Print Name _____
(of person returning product)

Phone # (_____) _____ Date _____
(of return)

Best time to call _____

1. What are you returning? (Circle or highlight items & quantities on your packing slip and return a copy with this form.)

Total # of items returned _____

Total # of packages _____

2. If returning items that are not on your packing slip, please provide an original Purchase Order number, Order number, or Invoice number for additional items. _____

3. Check reason for return:

- Double shipment
- Shipped wrong item/quantity
- Ordered wrong item/quantity
- Not as expected
- Defective _____
- Ordered on 30 day approval
- Damaged during shipping (Keep box for carrier inspection)
- Other _____ (explain)

4. Action you want us to take:

- Credit your account
- Refund merchandise amount by check or credit card (depending on original payment method)
- Ship the following replacement(s) and bill or credit your account for the difference:

Qty	Catalog#	Description of Replacement(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____