



# DAMAGED BOOK RETURN NOTICE – Date Books Shipped \_\_\_\_\_

- a. Place label with name and account number on every box marked as Damaged
- b. Complete the numbers for each book returned below
- c. Scan this document to sales support in the office
- d. Keep a copy as you will need to upload it into the check-in program
- e. Put this form inside one of the boxes and mark the box as “BRN enclosed”
- f. Shipment should be returned COLLECT in order to receive discounted rate
- g. Please contact the distribution center to determine the best/most cost effective shipping company to use.  
Veronica Ervin: [vervin@southwestern.com](mailto:vervin@southwestern.com); 615-793-3812. Office Hours: 7 am – 3 pm central time.
- h. Take a copy of the Bill of Lading with you to the trucking company or have it ready upon their arrival.**
- i. Ship to: Southwestern, 1226 Heil Quaker Blvd, La Vergne, TN 37086

Name \_\_\_\_\_ Account # \_\_\_\_\_

Shipped “From” Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ # of Cartons \_\_\_\_\_

Name of Freight line if shipped by truck \_\_\_\_\_ Other \_\_\_\_\_ UPS or Fed-X

Names of other people you returned books with \_\_\_\_\_

Give Number of BOOKS - Not Cartons			
Title (# per carton)	No. of BOOKS in Full Cartons	No. of BOOKS in Mixed Cartons	Total No. of BOOKS
SWA Math (2)		+	=
SWA Science (4)		+	=
SWA Social Studies & Language Arts (4)		+	=
SWA Topic Source (4)		+	=
SWA Honors (4)		+	=
My Books (4)		+	=
My Fun with Words (6)		+	=
Ask Me - Mammals (4)		+	=
Ask Me - Reptiles (4)		+	=
Explore & Learn (4)		+	=
Biblical World Atlas (5)		+	=
Family Bible Library (2)		+	=
Encyclopedia of American Cooking (6)		+	=
Journey Into the Wild (5)		+	=
Coop and Friends (6)		+	=
		+	=
		+	=
		+	=
		+	=
		+	=
		+	=
		+	=
		+	=

Books -  
Class 65

# DEFECTIVE BOOK RETURN NOTICE – Date Books Shipped \_\_\_\_\_

- a. Place label with name and account number on every box marked as Defective
- b. Complete the numbers for each book returned below
- c. Scan this document to sales support in the office
- d. Keep a copy as you will need to upload it into the check-in program
- e. Put this form inside one of the boxes and mark the box as “BRN enclosed”
- f. Shipment should be returned COLLECT in order to receive discounted rate
- g. Please contact the distribution center to determine the best/most cost effective shipping company to use.  
Veronica Ervin: [vervin@southwestern.com](mailto:vervin@southwestern.com); 615-793-3812. Office Hours: 7 am – 3 pm central time.
- h. Take a copy of the Bill of Lading with you to the trucking company or have it ready upon their arrival.**
- i. Ship to: Southwestern, 1226 Heil Quaker Blvd, La Vergne, TN 37086

Name \_\_\_\_\_ Account # \_\_\_\_\_

Shipped “From” Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ # of Cartons \_\_\_\_\_

Name of Freight line if shipped by truck \_\_\_\_\_ Other \_\_\_\_\_ UPS or Fed-X

Names of other people you returned books with \_\_\_\_\_

Give Number of BOOKS - Not Cartons			
Title (# per carton)	No. of BOOKS in Full Cartons	No. of BOOKS in Mixed Cartons	Total No. of BOOKS
SWA Math (2)		+	=
SWA Science (4)		+	=
SWA Social Studies & Language Arts (4)		+	=
SWA Topic Source (4)		+	=
SWA Honors (4)		+	=
My Books (4)		+	=
My Fun with Words (6)		+	=
Ask Me - Mammals (4)		+	=
Ask Me - Reptiles (4)		+	=
Explore & Learn (4)		+	=
Biblical World Atlas (5)		+	=
Family Bible Library (2)		+	=
Encyclopedia of American Cooking (6)		+	=
Journey Into the Wild (5)		+	=
Coop and Friends (6)		+	=
		+	=
		+	=
		+	=
		+	=
		+	=
		+	=
		+	=

Books -  
Class 65

# SUPPLIES RETURN NOTICE – Date Books Shipped \_\_\_\_\_

- a. Place label with name and account number on every box
- b. Complete the numbers for each supply returned below
- c. Scan this document to sales support in the office
- d. Keep a copy as you will need to upload it into the check-in program
- e. Shipment should be returned COLLECT in order to receive discounted rate
- f. Please contact the distribution center to determine the best/most cost effective shipping company to use.  
Veronica Ervin: [vervin@southwestern.com](mailto:vervin@southwestern.com); 615-793-3812. Office Hours: 7 am – 3 pm central time.
- g. Take a copy of the Bill of Lading with you to the trucking company or have it ready upon their arrival.**
- h. Ship to: Southwestern, 1226 Heil Quaker Blvd, La Vergne, TN 37086

Name \_\_\_\_\_ Account # \_\_\_\_\_

Shipped "From" Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ # of Cartons \_\_\_\_\_

Name of Freight line if shipped by truck \_\_\_\_\_ Other \_\_\_\_\_ UPS or Fed-X

Names of other people you returned books with \_\_\_\_\_

## # Returned

- |       |  |
|-------|--|
| _____ | Pros: Early Learning Library               |
| _____ | Pros: FBL                                  |
| _____ | Pros: SW Advantage                         |
| _____ | Abbreviated Order Pad/Customer Notice Book |
| _____ | E1 US Order Book                           |
| _____ | E1 Online Leave Behind                     |
| _____ | Leave Behind US                            |
| _____ | Product Slicks 3-Pack                      |
| _____ | Product Slicks 6-Pack                      |
| _____ | Testimonial Cards 40-Pack                  |
| _____ | _____                                      |
| _____ | _____                                      |

Car Decals are **non-refundable** – DO NOT RETURN

### **If only returning supplies: Ship by UPS or USPS**

- Ship back UPS Ground Service (cheapest option) -
- Can use SW Account as discount – your account will be charged
- Find nearest drop off location ([www.ups.com/dropoff](http://www.ups.com/dropoff))
- Ship to: Southwestern, 1226 Heil Quaker Blvd, La Vergne, TN 37086 – Phone: 615/793-3800
- Account Number: 0728FW (that is a number zero)
- Account Name/Address: Southwestern Company/Adams – 2451 Atrium Way, Nashville, TN 37214
- Customer Name: Dealer and account number

