

BOOK RETURN INSTRUCTIONS

1. Box books up securely and put your NAME & ACCOUNT number on **EACH** box.
2. Box Damaged books up separately; box Defective books up separately; box Supplies up separately.
3. There is a “Book Return Notice” (BRN) for each – Good books, Damaged books, Defective books and Supplies.
4. **AFTER YOU TAKE A PICTURE OF ALL THE BRNs** – Please enclose the original in the box. (ex: Defective BRN goes with Defective box, Damaged BRN goes with Damaged box, Supply BRN goes in Supply box and the regular BRN goes in one of the boxes of good books).
5. For the box that has the BRN enclosed in it – mark on the box “BRN ENCLOSED” next to your name and account number.
6. Once everything is boxed – fill out the Bill of Lading form. You only need to fill in the yellow highlighted areas. You **MUST** take this form with you to the freight company.
7. **TAKE A PICTURE OF THE COMPLETED BILL OF LADING.**
8. Contact Southwestern Distribution Center to determine the closest & most cost effective shipping terminal for you to use.

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615-793-3800.

Office Hours: 7 am – 3 pm central time.