

RETURN AUTHORIZATION DEPARTMENT

William H. Sadlier, Inc.
 800-221-5175 (Monday–Friday 9am–6pm EST)
 Email: Returns@sadlier.com
 Fax: 212-312-6080

QUESTIONS?
 Call: 800-221-5175 (M–F 9am–6pm EST)
 Email: Returns@sadlier.com

Please complete this form and return by email or fax to William H. Sadlier, Inc.

STEP 1: Customer Return Request Information

Account # _____ Original Order # if available _____

School/Parish/Individual _____

Address _____

City _____ State _____ Zip _____

Daytime phone _____ Email _____

STEP 2: Material Being Returned

Quantity	Item #	Name of Item—Description	Price Each	Reason

Please note that you are responsible for the cost of the return shipment. Once your return request has been approved you will receive a letter from Sadlier via email with your return authorization number and our return mailing address. Please allow 5–7 days for Sadlier to process your return request.

Following is Sadlier’s return policy as stated on our e-store and in our catalogs:

100% Customer Satisfaction Guaranteed! Materials in resalable condition are accepted for return within 60 days of invoice date. A partial return of bundled products for a credit will cause any applicable discount to be voided, and the discounted amount will be deducted from the amount of the credit. No returns permitted on: Tests, Blackline Masters, CDs, eBooks, Interactive Editions, Online Assessments, or materials opened in kits or 10-packs. Stamped or marked books, Teacher Editions, and Activity Books cannot be returned for credit.