



# Product Return Form

RETURN ADDRESS

RR Donnelley  
 Sourcebooks Returns  
 677 Brighton Beach Road  
 Menasha, WI 54952

Please review our Returns Policy and Instructions:

If you are not satisfied with your purchase for any reason, simple return your merchandise within 30 days of the shipping date on your packing slip for a refund. Return shipping is the customer’s responsibility and the original shipping charges are non-refundable unless the original order was damaged or incorrect. **VIP Club monthly mailings are not eligible for return or exchange.**

Items that are returned must be in their original condition in order to receive credit and should be returned via a shipper that offers tracking services (i.e. UPS, FedEx, etc.). Refunds and/or credits will be processed within 2-3 weeks from the time the return is received.

Please include this completed form with the ORDER NUMBER, CUSTOMER NAME, PHONE NUMBER, SKU #, ITEM DESCRIPTION, and REASON FOR RETURN. **Orders returned without a completed Return Form and/or returned beyond 30 days, will not be available for credit.** Simple Truths does not offer exchanges on any product unless the original was damaged and is being exchanged for an identical product.

If You Have Received Damaged or Incorrect Merchandise:

In the event that your order was damaged or you received the incorrect items please call Customer Care at 1 (800) 900-3427 and an Ambassador will assist you to correct the matter. You will not be responsible for shipping costs associated with returns for damaged or incorrect orders.

Order #: \_\_\_\_\_ Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_ Packer #: \_\_\_\_\_

**Items being returned:**

SKU#	Qty	Item Description	Reason for Return

We sincerely appreciate the opportunity to serve you.  
 Your satisfaction is our number one priority.

<b>For Simple Truths Use</b>	Return Receipt Date:	Processed By:
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