

RETURN SHIPMENT FORM 2011—Return this copy to MRC

To ensure proper handling of your returned shipment, the following procedures must be followed:
Complete this form and place it WITH the white PACKING LIST inside carton #1 of unsold material being returned.
Print on the outside of that carton: "PACKING LIST ENCLOSED."

TYPE OF MEETING _____

NAME OF CONFERENCE OR DISTRICT _____

DATE OF MEETING _____

NAME OF PERSON WHO ORDERED MATERIAL _____

ADDRESS _____

CITY _____ STATE _____ ZIP+4 _____

TELEPHONE _____

BILLING: NAME OF TREASURER _____

ADDRESS _____

CITY _____ STATE _____ ZIP+4 _____

TELEPHONE _____

Number of CARTONS being returned _____ Number of Tubes _____ Date Shipped _____

Each carton and tube numbered? _____

Method of Shipment: UPS _____ USPS _____ FedEX _____

Name of person returning the material _____

ADDRESS _____

CITY _____ STATE _____ ZIP+4 _____

TELEPHONE _____



Insure cartons for approximate value when shipping returns. United Parcel Service includes minimum insurance automatically at no extra charge and tracking services. Cartons should weigh less than 40 lbs. When using United Parcel Service or other shipping services, check to find out weight and cost to insure cartons. The Mission Resource Center does not accept returns COD.

REMARKS: _____

To receive credit, you must return unsold materials to the Mission Resource Center within **30 days** after the event/meeting.

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