



Returning Merchandise instruction

1. Pack-up all the unsold merchandise into as few boxes as possible. All boxes should be packed as full as possible to prevent the items from breaking.
2. Combine any broken items and place them into one of the original boxes.
3. Put a copy of your FINAL INVENTORY SHEETS and the CHECK for the amount you sold into one of the sealed boxes. Please mark the box FINAL INVENTORY SHEETS ENCLOSED! (DO NOT SAY CHECK)
4. Please call 1-800-530-0169 after everything is done and let us know how many return UPS labels you will need to return all unsold merchandise.
5. Please have a fax number available to give to us so that we can fax you the amount of return labels you requested.
6. Place one label on each box (if you have any extra labels please return them inside the box with your inventory sheets).
7. Leave the boxes in the office for the UPS driver to pick-up. Just tell the office to tell the UPS driver that the boxes are out-going.
8. DO NOT CALL UPS TO PICK-UP THE BOXES. IF YOU HAVE ANY PROBLEMS CALL US DIRECTLY AND WE WILL SOLVE IT!

If you have any questions please call us:

A Small World Gift Shop

1-800-530-0169

DATE: _____

LABELS: _____

SCHOOL: _____

ATTN: _____

TEL. # _____ FAX # _____