

## Overstock Returns Document

Customer Claim # \_\_\_\_\_ Date \_\_\_\_\_  
(optional)

Customer Account # \_\_\_\_\_ Store # \_\_\_\_\_

Account Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Total Units Returned:

Short Discount Titles?  Yes  No

### INSTRUCTIONS

- To avoid unnecessary delays in crediting your account, please include the following with all overstock returns:
  - A copy of this Overstock Returns Document, with all requested information, including your Customer Claim Number and complete 20-digit Customer Account Number.
  - A list of all titles returned, including ISBN, Title, Price and Quantity. (Please use the form on the reverse, or include your own report with all necessary information).
- Do not include damages or products shipped in error on your Overstock Returns Form. Send such returns separately, following the instructions on the Quick Return Form from your packing list.
- Check appropriate box below to indicate the type of books you are submitting for return. You must initiate a separate form for each of the types of return below, and package each type of return separately.

Overstock  STEPS  Author Signing

- Affix label(s) below to **each** return carton. Indicate carton count and Customer Account # on all cartons.

Carton _____ of _____ Customer Account # _____ <b>Baker &amp; Taylor Dept. R          251 Mt. Olive Church Rd          Commerce, GA 30599</b>	Carton _____ of _____ Customer Account # _____ <b>Baker &amp; Taylor Dept. R          251 Mt. Olive Church Rd          Commerce, GA 30599</b>
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