

THE LEADERSHIP CENTRE WILLOW CREEK CANADA

Return Form

Unauthorized returns will be refused and sent back to you at sender expense

Audio, Video and software is non-returnable unless damaged or unopened. All other unused resources still in new condition may be returned within 30 days. Any requests for returns after 30 days will either be refused or charged a 15% restocking fee. Shipping and handling charges are non-refundable unless the return is due to an error on our part.

Credits for returned product will be applied to its original invoice as partial payment, if it is outstanding. If the original invoice is paid, the credit is refunded to the original method of payment used.

To return please follow these 4 easy steps:

1. Complete this form. **Fax it to: 1-250-491-2467 OR e-mail your request to: office@growingleadership.com**
2. Wait for our Returns Department to contact you, usually within 2 business days.
3. **After you have received your authorization # enclose the authorized return form with the merchandise** to the mailing information at the bottom of this page. Once you have received the authorization to return resources, you have up to 30 days to send the product(s) back to us. After 30 days, your authorization expires. Willow Creek is not responsible for lost or damaged returns.
4. **Please securely attach the address label provided at the bottom of this page to your parcel.**

TODAYS DATE _____ RETURN AUTHORIZATION # _____

CUSTOMER NUMBER _____ INVOICE # _____

CONTACT NAME _____ CONTACT PHONE # _____

How would you like to receive your Return Authorization Number? Please supply:

RETURN FAX NUMBER _____ RETURN E-MAIL _____ PHONE

ITEM (S) TO BE RETURNED (show part number and quantity as found on your invoice)

REASON FOR RETURN:



Please cut along dotted line and attach this label to the outside of your package.
Label must contain RMA #. Any packages sent back without completed label will not be accepted.

SEND YOUR RETURN TO:

The Leadership Centre Willow Creek Canada

ATTN: Returns Dept

2000 Rutland Rd North

Kelowna, BC V1X 4Z6

CANADA

250-491-2432