

Important Information Concerning **CONSIGNMENT PURCHASES**

To ensure the successful administration of your CONSIGNMENT PURCHASE please note the following:

- Upon completion of the event for which this CONSIGNMENT PURCHASE was made please complete the RMA (Return Merchandise Authorization Form) to arrange for the return of any unsold merchandise. The RMA is located on the back of this form. Follow the directions on the form.

To view our return policies in its entirety go to avemariapress.com.

- The cost of freight to ship to your event and the cost of freight to return unsold items is your responsibility to pay. We suggest using UPS for the return shipment or insuring your package(s) if shipping through the US Postal Service. Books damaged during shipping will not receive credit.
- After the returned merchandise is received, Ave Maria Press will apply the credit amount for any acceptable items against the original invoice amount. Please remember to package the returned books carefully because damaged books will not receive credit and are not returned to you.
- Do not pay the original invoice. A statement will be mailed to you showing the balance you owe.
- Of course, if you sell all the merchandise, simply pay the original invoice amount.

If you should have any questions regarding your order please call (800) 282-1865 and speak to one of our Inside Sales Consultants.

We value your patronage and welcome this opportunity to partner with you in service to those whom you serve.



P.O. Box 428 • Notre Dame, Indiana 46556-0428
Phone: (800) 282-1865 • Fax: (800) 282-5681