



**BLACK
STONE
LIBRARY**

RETURN AUTHORIZATION

CM # _____ (internal use only)

Library Name _____

Address _____ City, State, ZIP _____

Approved by (from Blackstone) _____

RETURN INFORMATION

CM Contact Name _____

Phone _____ Email _____

Please email Credit Memo to the CM Contact above

Requester Name (from library) _____

Phone _____ Email _____

Please email Credit Memo to the Requester above

Item #	Quantity	Description	Original PO #	Reason for return

- All returned merchandise must be in resalable condition, and cannot have received any processing, including Blackstone processing.
- Items received may be returned within 30 days of the purchase date.
- Once merchandise is received through our returns department, a credit will be added to your account. The credit will remain on your account until it is applied to a specific invoice or invoices.
- Please include this form, along with a copy of the original invoice or packing slip, in the box with the items being returned.
- Mail the items and documents to: **ATTN Library Returns**
Blackstone Publishing
31 Mistletoe Road
Ashland, OR 97520
- In the event of a shipping error or manufacturing defect, Blackstone Publishing will pay shipping for return items in the form of a call tag.
- For all other returns, you are solely responsible for paying the cost of shipping.
- Please contact our Customer Service with any questions or to request a call tag: 1-800-621-0182 or LibraryServices@BlackstoneAudio.com