



Schoolhouse Partners

Mail: 1281 Win Hentschel Blvd., West Lafayette, IN 47906

Delivery: 1281 Win Hentschel Blvd., West Lafayette, IN 47906

Phn: 765-237-3390

Fax: 765-463-3501

Email: pubs@schoolhousepartners.net

Web: www.schoolhousepartners.net

Publications Return Policy

We will refund the amount of purchase, minus shipping fees, under the following conditions:

- Books must be returned within fourteen (14) days of delivery. No return will be accepted after 14 days.
- Books must be in their original condition without any damage, marking or writing.
- Books that include software cannot be returned if the seal on the software package is broken.
- Shipping charges are NON-REFUNDABLE unless the return is due to our error (if the book we sent was the incorrect book or the book was damaged).
- The original packing slip must accompany returns. Please make a copy for your records.
- Refunds can only be credited to the credit card originally used to place the order.

Packing and Sending Your Return

- Please make sure that all books are carefully packed in a padded envelope or a box packed securely with bubble wrap, newspaper or other durable packing material. This is to prevent damage to the books while they are in shipment. Also, make sure that all boxes or envelopes are in suitable condition for shipment.
- We recommend returning any item(s) via insured Media Mail through the US Postal Service or UPS Ground to the address on the packing slip.
- Schoolhouse Partners is not responsible for any merchandise lost or damaged en route to our distribution center.
- Refunds are processed in the order in which they are received. Please allow two weeks for returns to be processed and credited.

Use the Returning Publications Form to have your returned books properly processed.