

RETURN OF EDUCATIONAL MATERIAL

INSTRUCTIONS:

Keep this form until you are ready to return excess materials. Enclose the ORIGINAL COPY in the package so that the package can be identified at Headquarters and the contents verified.

Send a SECOND COPY to your Squadron Treasurer so that he/she will be aware of the credit due your Squadron. Headquarters will deduct for any items not returned that constitute complete Student Sets or damaged material that cannot be resold. The NET CREDIT will be credited to your Squadron's account and the amount will show on the month-end statement sent to your Squadron Treasurer. Retain a copy for your files.

See Chapter 6 [6.38], *USPS Operations Manual*; however, keep in mind that:

Educational material returned by a Squadron to Headquarters must be in a condition suitable for reissue. It must be complete and undamaged. Items that cannot be reissued must be scrapped and can represent a considerable financial loss.

Unused educational materials must be returned to Headquarters within a 90-day period reckoned from the date the material is shipped from HQ and the date the unused material is eventually received by HQ.

JN and N Kits with broken seals are NOT returnable.

The materials listed below have a long shelf life and surpluses are to be held by the Squadron for subsequent use. They are not to be returned for credit.

PLOTTERS
PRACTICE CHARTS
PROTRACTORS
DIVIDERS

SIGHT FORMS
PADDED FORMS
VIDEOS, SLIDES
CDs, DVDs

NOTE FROM HEADQUARTERS

PACKAGING: Use only heavy-duty containers when returning material--avoid the use of paper bags or envelopes--and under no circumstances use the common variety of office or household staplers to close a container. Never use scotch tape to close a container and avoid the use of string or twine--experience has shown that they will not withstand the rigors of postal handling. Do not use any type of newspaper in the container--the ink will rub off onto the item being returned making it unusable.

If a company or firm label is used to address the package, make sure that the name of your Squadron appears on the outside of the container and that a copy of the **HQ 9A - Return of Course Material** slip is enclosed in the container. DO NOT enclose any other items in the container such as order forms, letters, checks, etc.

CREDIT WILL NOT BE GIVEN FOR DAMAGED MATERIAL RECEIVED AT HEADQUARTERS.