



Simon & Schuster, Inc.
Effective January 1, 2023
U.S.A. Returns Policy

Accounts with returnable terms of sale may return unsold books following the returns policy outlined below.

Returns Processing Center Address

Simon & Schuster, Inc. c/o American Book Company,
407 E Old Andrew Johnson Hwy, Dock 18, Jefferson City, TN 37760
Accounts or agents must obtain an appointment for the delivery of returned product by calling (888) 261-5384.

Returns Policy

This policy represents requirements for properly documenting, packing and shipping returns to S&S, while reserving the right to refuse any returns not complying with the following guidelines:

Accounts requesting credit for returned product must have purchased directly from S&S on a returnable basis. Returns of new publications will not be accepted until 90 days have elapsed from on sale date. Returns of out-of-print publications will be accepted up to 180 days after the out-of-print date. Returns must be in saleable condition as determined by S&S. Stickered product and Audio returns with torn or missing shrinkwrap are considered unsaleable. Returns must be accompanied by a Debit Memo listing its claim number, ISBN, title, price, quantity, and reason for return. S&S will NOT accept estimated or anticipated returns deductions from remittances, prior to the issuance of S&S credit memo. Returns of product not published by S&S or its distribution clients will be either destroyed or, where economically viable, returned to the account at the account's expense. Under no circumstances does S&S accept responsibility for storage or return of other publisher's product sent to S&S in error.

Returns Preparation Guidelines

Account's Debit Memo number must be clearly marked on the outside of each carton or pallet of the shipment, accompanied by a packing list. It should be clearly identified as "packing list document" and be attached to the exterior of one carton of the shipment. Account must issue separate Debit Memos for Whole Book returns, Stripped Covers, and Refusals. For Refusals, provide the S&S Invoice number.

Whole Book and Stripped Cover returns must be packed in separate cartons, boxes securely taped and clearly marked, with a box weight not to exceed 37 lbs, and on a pallet not exceeding 54" high, including pallet. Carton/Pallet labels must indicate the number being returned (i.e. 1 of X, 2 of X). One Debit Memo per pallet and/or carton and debit memos should not span shipments. The agent making appointments should be prepared to supply the account's name, S&S account number, account's Debit Memo number, and the pallet and/or carton count.

Returns Credits and Freight

Returns will be credited at the invoiced discount at which the product was purchased. Freight costs for returns are solely the responsibility of the account; S&S will not accept COD shipments. Returns are the responsibility of the shipper until signed by S&S. No claims will be honored without proof of delivery. It is the shipper's responsibility to arrange for insurance. For accounts participating in the RDC program, all credits will be issued at the applicable RDC discount and trued up each quarter to the account's actual year-to-date retail/RDC discounts. All customer claims and deductions must be made at the RDC discount.

Stripped Cover Returns

S&S requires front cover returns on all Mass Market paperbacks denoted by an "S" in the triangle next to the back cover. Strippable covers are accepted on trade paperback dated annuals upon the date of issue of the new editions and until the old editions are declared out of print. All other trade paperbacks are full copy returns only. In submitting stripped cover returns for credit, the retailer agrees that the bodies from which covers are returned will be shredded in such a manner as to make them unusable after covers are returned for credit. Covers must be bundled and rubber-banded in packs of about 500 covers each, barcodes uniformly oriented, edges trimmed clean (i.e. no paper from the book spine). Bundle embossed covers and "cutouts" separate from others.

Simon & Schuster, Inc. Imprints and Distributed Lines:

**For a complete list of imprints and distribution clients, please go to: <https://about.simonandschuster.biz/divisions-and-imprints/>*