

## **Procedures for Credit and Rebill**

Starting with the return of Christmas Cards from 2017, A-Line Greetings will start the process of doing credits that will be used for rebilling in the following year. Christmas returns normally occur from December 27th, 2017 to January 20, 2018. The rebilling of these returns will be issued for November 15th, 2018 as normal billing for auto shipments occur. The returns will not be shipped back to the warehouse but stored in the under carriage or an agreed place somewhere else in the store.

### **To complete the credit and re-bill process:**

- You will need to sort the product by Sku and input information on our Credit & Re-bill form with quantities so that we can capture the data.
- Sign the form
- The product would be placed in under carriage drawer's storage and placed in a plastic bag or box clearly marked credit and re-bill with a copy of the Credit & Re-bill form included— labels with "Property of A-Line Greeting Cards" are being supplied to be attached to the outside of the bag.
- Put a copy of the credit and re-bill form in the bag with the cards.
- Keep a copy of the credit and re-bill form for your records
- Fax a copy of the credit and re-bill form to 1-800-771-7633 or email to [accountsreceivable@alinegreetings.com](mailto:accountsreceivable@alinegreetings.com)

For the store owner, their credit is applied just as normal; there are no changes to when the credit is applied and what is owing on the account. The merchandise that is left in the store will be re-billed for the next year's season of that corresponding product. Other than not shipping back product and reshipping inventory back only the differences of sold merchandise will be shipped for the upcoming year seasons in this case for 2018.