



CD Exchange Form

Phone: 1-630-246-2204 • www.LighthouseCatholicMedia.org • December 2010

Parish Name: _____ Parish Address: _____ City: _____ State: ___ Zip: _____

Pastor's Name / Phone: _____ (____) _____ E-mail: _____

Parish Volunteer's Name / Phone: _____ (____) _____ E-mail: _____

Account Manager's Name / Phone: _____ (____) _____ E-mail: _____

Shipping Instructions

Ship all returns to: Lighthouse Catholic Media • 303 E. State Street, Sycamore, IL 60178 • Attn: Rebecca Dudek

Please do not return any CDs in a 4-color sleeve with a broken seal.

1. All CDs should be grouped and rubberbanded together by title.
2. Please make sure you package the CDs well to avoid damage during shipping. No credit will be given for damaged CDs.
3. No credit will be given for CDs returned in 4-color sleeves with a broken seal or a number in the promo code box on the 4-color sleeve.
4. Please staple pages 1 and 2 of the Exchange Form together and include them in the package with the CDs.
5. Once we receive the CDs from the parish, the new CDs will ship out per the Replacement Order entered by the Account Manager.
6. Lighthouse Catholic Media will continue to pay the UPS shipping cost from our distribution center to the parish.

Important note to all Account Managers: Please enter the exchange order under the Replacement Order section on the website, and in the notes section, type "this is an exchange order".

Check Option I or II

Option I: A parish promoting the CDs **WITH BOTH** pulpit and bulletin announcements qualifies to receive 9 CDs for every 10 CDs returned.
X _____ A signature is required for Option I indicating the Regional Manager has reviewed and approved this exchange.
Account Manager Signature

Example: A parish returning 50 CDs would receive 45 CDs in exchange (50 x .90 = 45 CDs).

Option II: A parish **NOT** promoting the CDs **WITH BOTH** pulpit and bulletin announcements qualifies to receive 6 CDs for every 10 CDs returned.
Example: A parish returning 50 CDs would receive 30 CDs in exchange (50 x .60 = 30 CDs).

As of September 15, 2007, all CDs are shipped in 4-color sleeves. We have exchanged CDs in plastic cases for CDs in the sleeves since that time. Effective immediately, we will no longer exchange CDs in plastic cases.



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Parish Name: _____

Returned CDs		
Quantity	Title	Author
i.e. 15	Why a Protestant Pastor Became Catholic	Dr. Scott Hahn
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____

Replacement CDs

Please note: Account Manager must place the order for the replacement CDs on-line.

Quantity	Title	Author
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____

Ship Replacement CDs to:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Attn: _____ Phone: (_____) _____ E-mail _____