Distance Learners Receiving and Returning Videos & DVDs

When the material arrives:

1. Retain the Purolator shipping label , box or padded envelope
   and "PuroPak"

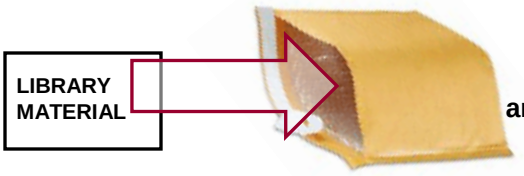
   included with the requested material.
   (If the material comes in a box, please retain the box and packing materials to return the item to Kwantlen.)

2. Check the date due slip for the return date.

3. **All material must be returned to Purolator by the date listed on the date due slip.**

When the material is due:

1. Call Purolator at 1-888-744-7123. When they ask how you are paying for the shipment, tell Purolator that the receiver is paying and that the account number is on the waybill.

2. Place the items into the padded envelope or box 

   and tape shut.

3. Place the padded envelope into the "PuroPak" provided.

4. Give the Purolator shipping label and material to the courier.