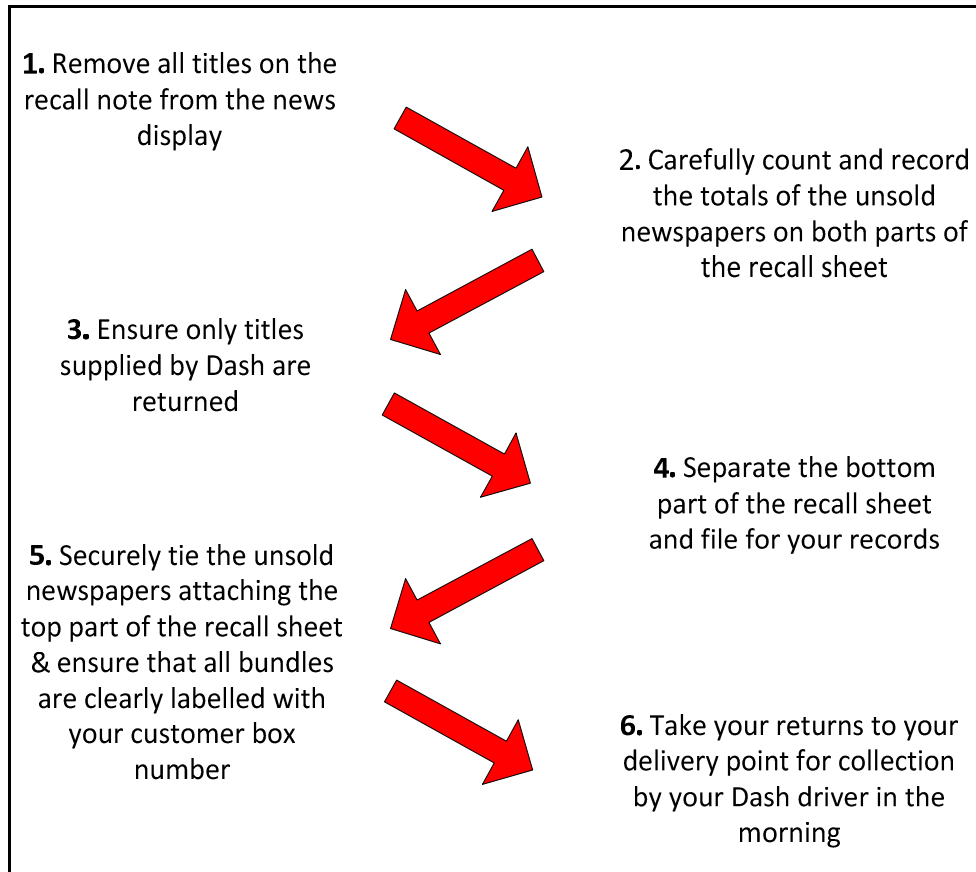


### At the end of the day

Below is a flow chart showing some of the procedures that should be completed at the end of the day in order to return your unsolds for credit.



At Dash your delivery note also acts as your recall sheet. The bottom part of the delivery note/ recall sheet, once completed, should then be separated and kept for your records.

To complete your recall sheet simply count the remaining copies you have of a title and write that figure in the returns box on your delivery note/recall sheet (number 11 on the understanding your delivery note fact sheet). Once you have done this for all titles simply sign and print your name and write how many bundles you are returning in the spaces provided.

It is very important that you securely tie your bundles of unsolds as any copies that fall out may get lost and cannot then be credited.

If you have more than one parcel to return please ensure all parcels are clearly marked with your customer number. Please do not return more than one copy of your recall sheet.

**Please ensure that you do not return product to the wrong wholesaler. This can easily be avoided if you only return titles listed on that day's recall sheet.**

