

# COUNTRY RETURNS PROCEDURE

**All unsold copies of all WAN publications need to be returned to receive a credit on your account.**

**The full list of publications can be found on [westnetwork.com.au](http://westnetwork.com.au) MyAccount under the Returns tab.**

Due to the postage cost, full copies of these publications are not required to receive a credit. The masthead and the date at the top of each publication only need to be returned in order to receive a credit.

Below is an outline of what is required on a weekly and monthly basis in order for your returns to be accepted for a credit.



## WEEKLY

Returns quantities for the above publications must be entered online by 11:59pm Tuesday every week.

To enter your returns:

- Go to [www.westnetwork.com.au](http://www.westnetwork.com.au), click MyAccount and log in using your email address and password
- Click the Returns tab then click Add Returns
- Select one publication at a time, select the date, and click Continue
  - For The West Australian, The Sunday Times, Kalgoorlie Miner, TABform and Geraldton Guardian use the Monday date of the previous week
  - For all other publications including Countryman, use the Monday date of two weeks prior
- Click Edit All Days, enter the return quantities for each route and day, then click Submit Batch
- You will need to submit one batch for each publication

Please note: Any figures received after this time WILL NOT be accepted for credits unless prior arrangements have been made.

If you have any queries, please contact WAN on our toll free phone **9482 9050**.



## MONTHLY

Unsold copies of the publications listed above must be 'headed' and returned monthly, to be received by the 10th of the following month.

NB: the month finishes after the last Sunday of each calendar month. Should there be any days after the last Sunday they must be included in the first week of the following month.

Returns headers must be sorted by publication and kept in date order.

Your parcel of returns headers should be forwarded to the address shown below and must be clearly marked with:

- Distributor Name
- Address
- Account Number

Headers must be full page width with the masthead and date showing.

Returns must be forward to:

The West Australian Newspapers  
Attn: Returns Clerk  
GPO Box D162  
Perth WA 6840

**Your anticipated co-operation is greatly appreciated in order for  
The West Australian Newspapers to provide a full credit for any unsold copies.**