

To return expired Sanofi vaccine:

1. Complete the attached RETURN FORM
2. Package the expired items you want to return, original packaging preferred but not required
3. On a separate piece of paper write the following:
  - **Customer Name**
  - **Customer Address**
  - **Customer Account Number**
4. Place this piece of paper in the same box with the expired vaccine and your completed return form.
5. Mail the package **directly to Sanofi Pasteur**, the address is on the form, please do not send them to me

**Lastly – please forward a copy of the completed form to **Hannah Quade in Finance** and **Ann Compagnone in Purchasing** to ensure proper credits are received**