

RETURN MERCHANDISE AUTHORIZATION

RMA Number	
RMA Date	
Original Invoice #	
Original Order Date	

CUSTOMER INFORMATION

Company
Name

Account
Number

Contact Name

Phone

Email

RETURN SHIPPING ADDRESS

Address Line
1

Address Line
2

City, State, Zip

Attention To

Phone

ITEM / SKU	DESCRIPTION	QTY SHIPPED	QTY RETURNING	REASON CODE	UNIT PRICE	TOTAL CREDIT

ITEM / SKU	DESCRIPTION	QTY SHIPPED	QTY RETURNING	REASON CODE	UNIT PRICE	TOTAL CREDIT

REASON CODES

A - Damaged in Transit
D - Over-shipped Item
G - Defective Product
B - Incorrect Item Received
E - Duplicate Order
H - Customer Error (Unopened)
C - Not as Ordered / Described
F - Quality Issue
I - Other (Specify in notes)

WHOLESALE RETURN INSTRUCTIONS

1. Ensure the RMA number is clearly written on the outside of all returning shipping boxes.
2. All items must be returned in their original packaging, unopened, and in resaleable condition.
3. Attach a copy of this approved RMA form inside the shipment package.
4. Unless otherwise agreed, wholesale return shipping costs are the responsibility of the customer.

Authorized Wholesale Representative Signature

Date

Customer Signature

Date