

**EXPORT RMA FORM**

Tel:  
Email:  
Tax ID / EORI:

RMA Number:  
Date of Issue:  
Expiry Date:  
Original Invoice No:  
Original Export Date:

**PARTY INFORMATION**

**EXPORTER OF RETURN (SENDER / BUYER)**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Country: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_  
VAT/EORI/Tax ID: \_\_\_\_\_

**IMPORTER OF RETURN (RECIPIENT / SELLER)**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Country: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_  
VAT/EORI/Tax ID: \_\_\_\_\_

**REASON FOR RETURN**

- Defective / Warranty Claim
- Repair & Calibration
- Incorrect Shipment Received
- Temporary Export Return
- Commercial Rejection / Cancelled Order
- Other (Specify): \_\_\_\_\_

**RETURN ITEM DETAILS**

No.	Description of Goods	HS Taric Code	Qty	Unit Value	Total Value	Origin CoO
1						
2						
3						
4						

**INTERNATIONAL SHIPPING & CUSTOMS INSTRUCTIONS**

Return Incoterms: \_\_\_\_\_ Authorized Carrier: \_\_\_\_\_ Account Number: \_\_\_\_\_

1. All commercial invoices and shipping documents must reference the **RMA Number** clearly on the exterior of the packaging.
2. Mark all customs documentation clearly as: "**RETURNED GOODS OF U.S./E.U. ORIGIN - TEMPORARY IMPORTATION FOR RETURN**" (or local equivalent) to avoid duplicate duty and tax assessment.
3. A copy of this RMA form and the original export commercial invoice must accompany the airway bill (AWB) or shipping documents.

*Declaration: We hereby declare that the information provided on this Return Merchandise Authorization template is true and correct, and that the goods detailed herein are being returned to the original manufacturer/supplier under the specified trade terms.*

**Sender / Exporter Signature:**

**Authorized Receiver Approval Signature:**

\_\_\_\_\_  
Name:

Date:

\_\_\_\_\_  
Name:

Date: