

RETURN MERCHANDISE AUTHORIZATION (RMA)

Third-Party Distributor Return Template

RMA NUMBER

RMA Date:

Expiration Date:

DISTRIBUTOR INFORMATION

Distributor Name:

Account Number:

Contact Person:

Phone:

Email:

RETURN SHIPPING ADDRESS

Facility Name:

Street Address:

City, State, Zip:

Contact Dept:

Reference PO #:

AUTHORIZED ITEMS FOR RETURN

ITEM NUMBER	PRODUCT DESCRIPTION	QTY ORDERED	QTY RETURN	REASON CODE	ACTION REQUESTED

RETURN REASON CODES

DEF - Defective Product

DMG - Damaged in Transit

DIS - Distributor Cancel

WRO - Wrong Item Shipped

OVR - Overstock Return

OTH - Other (Specify in notes)

ACTION REQUESTED CODES

CR - Credit Memo
REP - Repair & Return

EX - Even Exchange
REP_W - Warranty Replacement

RETURN INSTRUCTIONS & POLICY

1. Clearly display the authorized RMA Number on the outside of all shipping cartons.
2. Ensure all returned merchandise is packed securely to prevent damage during transit.
3. Include a copy of this printed RMA document inside the shipment.
4. Shipments received without an approved RMA Number may be rejected or returned at sender's expense.
5. All returns are subject to final inspection and verification upon arrival at the processing facility.

Authorized Distributor Signature / Date

Manufacturer Approver Signature / Date