

# OUT-OF-STATE ORDER RETURN AUTHORIZATION

Return Merchandise Authorization (RMA) Template

RMA NUMBER

AUTHORIZATION DATE

EXPIRATION DATE

## ORIGINAL ORDER & CUSTOMER INFORMATION

CUSTOMER NAME

ORIGINAL ORDER NUMBER

PURCHASE DATE

STATE OF PURCHASE / ORIGIN

STATE OF DELIVERY / DESTINATION

## AUTHORIZED ITEMS FOR RETURN

ITEM / SKU	DESCRIPTION	QTY AUTHORIZED	RETURN REASON CODE	UNIT VALUE (\$)

## RETURN POLICY & OUT-OF-STATE INSTRUCTIONS

- State Sales Tax:** Out-of-state sales tax adjustments (if applicable) will be processed in accordance with the destination state's nexus regulations upon receipt and inspection of the returned items.
- Shipping:** All return shipments from outside the originating state must be shipped via a trackable carrier. The sender is responsible for securing transit insurance for the full value of the authorized return.
- Documentation:** A copy of this Return Authorization Form must be visibly enclosed inside the shipping container. Please display the RMA Number clearly on the exterior of the packaging.
- Inspection:** Returned merchandise must be received in original condition. Out-of-state returns subject to transit damage due to improper packaging may result in a partial or denied credit.

AUTHORIZED COMPANY REPRESENTATIVE

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DATE

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CUSTOMER SIGNATURE

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DATE