

**CONSIGNED GOODS RETURN MERCHANDISE
AUTHORIZATION**

RMA FORM

CONSIGNOR (OWNER)

Company/Name:

Contact Person:

Address:

Phone:

Email:

CONSIGNEE (SELLER)

Company/Name:

Contact Person:

Address:

Phone:

Email:

RMA DETAILS

RMA Number:

Authorization Date:

Original Agreement #:

Return Shipping Method:

Carrier Account #:

Expected Delivery Date:

AUTHORIZED RETURN ITEMS

SKU / ITEM ID	ITEM DESCRIPTION	QTY CONSIGNEE	QTY RETURNING	UNIT VALUE	REASON FOR RETURN

Instructions & Terms of Return:

- 1. All returned merchandise must match the quantities, descriptions, and SKU numbers authorized on this form.
- 2. Items must be packed securely to prevent damage during transit. The Consignee is responsible for damage resulting from inadequate packaging.
- 3. Please display the RMA Number clearly on the outside of all shipping containers.
- 4. Upon receipt, the Consignor will inspect the returned merchandise and issue a reconciliation statement updating the active consignment inventory records.

Consignee Authorization

Authorized Signature

Date:

Consignor Approval

Authorized Signature

Date: