

RETURN AUTHORIZATION (RMA)

RMA NUMBER

CUSTOMER INFORMATION

Company: _____
Account #: _____
Contact Name: _____
Email: _____
Phone: _____

ORDER REFERENCE

Invoice Number: _____
Invoice Date: _____
PO Number: _____
Request Date: _____
Authorized By: _____

ITEM / SKU	DESCRIPTION	QTY ORDERED	QTY RETURNED	REASON CODE	UNIT PRICE	TOTAL CREDIT

RETURN REASON CODES

- A - Damaged in Transit
- B - Defective Product
- C - Incorrect Item Shipped
- D - Duplicate Shipment
- E - Overstock Return
- F - Ordering Error
- G - Warranty Claim
- H - Other (Specify in notes)

- Instructions & Conditions:
- All returns must be accompanied by this Authorized RMA form.
 - Credit will only be issued upon inspection and approval of the returned merchandise.
 - Products must be returned in original packaging and in resalable condition unless defective.
 - Please write the RMA Number clearly on the outside of all shipping cartons.

CUSTOMER AUTHORIZED SIGNATURE DATE

WAREHOUSE RECEIVER SIGNATURE DATE