

RMA FORM

Include this completed form along with the item you wish to return. In addition, please include a copy of the receipt or shipping order.

Claim

Return

RMA number for this return

Company name

Customer ID

Your name

Phone

Company address

Fax

E-mail address

City / date

Signature

I am returning the following items:

Quantity	Item number	Type	Shipping order no.	Reason

When returning items, please enter the numerical code corresponding to the reason for return.

01 Sample/loan returned according to agreement **02** We ordered the wrong item **03** The wrong item was delivered
04 Item is defective **05** Returning replacement item **06** Other reasons (please explain on a separate sheet)



Additional information (please include detailed descriptions on a separate sheet as necessary)