

Returned Material Authorization Form



RMA



In or Out... we make it Easy!

Please follow these steps:

1. Email form to: **sales@rutherfordcontrols.com** or Fax form to: **1-800-482-9795** to obtain an RMA number.
2. Fill out the Return Material Authorization Form in its entirety, placing the form in the package with the item(s) being returned.
3. Return the authorized item(s) per shipping instructions.

Our Replacement Department will process your request.

Company: _____

Contact Name: _____

Address: _____

City: _____ State/Province _____

Zip/Postal Code: _____

Email Address: _____

Phone: _____ Fax: _____

RMA No: _____ Date Issued: ___/___/___
dd mm year

Shipments received by RCI without an RMA number will be refused.

Qty	RCI Part Number	Reason for Return	Replace (R) or Credit (C)	Serial No./Date Code	Customer PO # or RCI Order/ Invoice #.	Order Date

Shipping Instructions:

1. Be sure to obtain an RMA number and clearly mark the outside of the package(s) with this number.
2. Ship only the items that are authorized.
3. Ship returned items to:

Rutherford Controls Int'l Corp.
 2517 Squadron Court, Suite 104,
 Virginia Beach, VA
 USA 23453

Sample Address Label with RMA Number

John Smith
 XYZ Corporation
 123 Main Street

RMA #: 123456

Rutherford Controls Int'l Corp.
 2517 Squadron Court, Suite 104,
 Virginia Beach, VA
 USA 23453

Additional Comments: _____

Customer Signature: _____ Date: ___/___/___

Return Approval: _____ Date: ___/___/___
dd mm year