



## Return Material Authorization (RMA) Request Form

Customer Information			
Account #:	<input type="text"/>		
Sales Order:	<input type="text"/>	Contact:	<input type="text"/>
Company:	<input type="text"/>	Phone:	<input type="text"/>
Address 1:	<input type="text"/>	Email:	<input type="text"/>
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
Zip:	<input type="text"/>		

Product Information			
PO Number	Part Number	Quantity	Reason Code

Reason Codes		
<input type="checkbox"/> 1. Defective	<input type="checkbox"/> 2. Damaged	<input type="checkbox"/> 3. Incorrect Items
<input type="checkbox"/> 4. Extra Item Received	<input type="checkbox"/> 5. Missing Components	<input type="checkbox"/> 6. Other

Reason for Return
Please provide as much detail as possible:

Return Instructions
<ol style="list-style-type: none"> <li>1. RMA request must be approved by STEGO, Inc. before returning product.</li> <li>2. RMA form must be included in the shipment.</li> <li>3. Material must be returned in original packaging unless approved by STEGO, Inc.</li> <li>4. A 20% Restocking fee is applicable.</li> <li>5. Customer is responsible for freight charges on non-warranty returns.</li> </ol>