

RETURN MATERIALS AUTHORIZATION (RMA) REQUEST FORM



A Return Materials Authorization (RMA)# is required for all equipment returns to Altman Lighting. RMA requests are typically processed within (1) business day of receipt. Incomplete, erroneous, or missing information may delay processing your request.

<i>This Section to be completed by Altman Lighting</i>	
RMA#:	
Authorized by:	

Please read this form carefully, provide the requested information, sign and date it, and return to Altman Lighting via email (customerservice@altmanlighting.com) or fax (914) 963-7304

Customer/ Order information:

Customer Name:		Contact Name:	
Customer Number:		Contact Phone #:	
Altman Invoice #:		Contact Email:	
Customer PO#:			
Date of Shipment:			

Reason for Return:

- | | |
|--|--|
| <input type="checkbox"/> Warranty Repair | <input type="checkbox"/> Return for Credit |
| <input type="checkbox"/> Non - Warranty Repair | <input type="checkbox"/> Demo Return |

Product Information: *(attach and annotate invoice copy if list exceeds space allowed)*

Altman Part #	Item Description	Qty	Problem (if applicable)

This Return Materials Authorization is requested as per Altman Lighting's Standard Warranty, Terms, & Conditions which I have read, understand, and agree to without exception.

Customer Signature

Date