

RMA #:

Return Merchandise Authorization (RMA)

Print this page and fax this form to 800.678.0667

Name		Date	
Ship to address			
City	State	Zip	
Tel	Fax		

Quantity	Part #	Price/ea.	Extension

Reason:

- Freight damage
 Defective merchandise
 At Archwaypro's request
 Other _____

Damage Claims

- For Archwaypro to properly process freight damage claims please send in the following:
1. Copy of the truck bill of lading that documents the package(s) was received damaged.
 2. Photograph of the damaged carton and the parts.
 3. Copy of ArchwayPro invoice highlighting damaged items.

Procedure

- Please call Archwaypro for merchandise return procedure.
- Please discard damaged parts at your facility.

Merchandise Returns

- For all returns, please follow the instructions below:
1. Highlight (mark) which item(s) you are returning on Archwaypro invoice.
 2. Attach a copy of invoice with this approved RMA form.
 3. Include the above forms with merchandise to be returned in the box.
 4. Merchandise returned must be properly boxed, and also securely packed to prevent damage during shipping.
 5. Clearly indicate RMA number on the outside of each carton you are returning.
 6. Send all packages freight pre-paid. Easy-Arch will not accept freight collect and the package would be returned to the customer.
 7. Re-stocking fee for non-defective return is 15 % of the net invoice amount.
 8. **Send all returns to:**

Easy-Arch, Inc.
26900 Jefferson Avenue
Murrieta, CA 92562
Toll Free: (800) 854-2461

For Archwaypro use only.

Action:

- Even exchange
- Credit to the account \$ _____
- ArchwayPro invoice # _____
- Others _____

Approved by:	Date