



## Return Merchandise Authorization Form

Date of Request: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Purchase Date: \_\_\_\_\_ Order ID: \_\_\_\_\_

Part #	Part	Quantity	Unit Cost	Code #	Details

**Code Numbers:**

1. Return – Returning unwanted item within 60 days
2. Exchange Items – must request within 30 days of receiving shipment
3. Damaged Merchandise – must request within 15 days of receiving shipment
4. Warranty – need replacement (issued under 5-year warranty)

For any questions about Terms & Conditions, Warranty or Return Policy, please refer to [sophianalighting.com/resources](http://sophianalighting.com/resources)

**For Internal Use Only**

RMA Approval #	
Date	
Team Member	
Results	