

# 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>	
<b>RMA#:</b>	
<b>Authorized by:</b>	

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

### Customer/ Order information:

<b>Customer Name:</b>		<b>Contact Name:</b>	
<b>Customer Number:</b>		<b>Contact Phone #:</b>	
<b>Altman Invoice #:</b>		<b>Contact Email:</b>	
<b>Customer PO#:</b>			
<b>Date of Shipment:</b>			

### 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*