



## Return Material Authorization Form (RMA)

Customer Information			
Company Name:		Date:	
Bill to Address:			
City:	State: <input type="text"/>	Zip: <input type="text"/>	Country: <input type="text"/>
Return to Address:			
City:	State: <input type="text"/>	Zip: <input type="text"/>	Country: <input type="text"/>
Requested by:	Email: <input type="text"/>	Phone #:	<input type="text"/>
Shipping Account:	Shipping Method: <input type="text"/>	PO #:	<input type="text"/>

Product Information	
Serial #:	Model #:
Warranty: Yes <input type="checkbox"/> No <input type="checkbox"/> Service Type: Calibration <input type="checkbox"/> Repair <input type="checkbox"/> Overhaul <input type="checkbox"/> Return <input type="checkbox"/> Reconfigure <input type="checkbox"/> Exchange <input type="checkbox"/>	
Return Approved by (Alber Employee): <input type="text"/>	

Technical Information			
Calibration	<input type="text"/>		
Repair	<input type="text"/>		
Overhaul	<input type="text"/>		
Return	Has the unit been used: Yes <input type="checkbox"/> No <input type="checkbox"/> Purchase Date: <input type="text"/>		
Reconfigure/Exchange	Unit was in service: Yes <input type="checkbox"/> No <input type="checkbox"/> Purchase Date: <input type="text"/>		
Reason for Return/Exchange: <input type="text"/>			
Current Product	QTY	Model/Stock #	Serial #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Product	QTY	Model/Stock #	Serial #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by Alber Employee	
RMA #:	<input type="text"/>
Customer #:	<input type="text"/>

**Important Note:**

- Please ship test leads & accessories with CRTs and CLCs.
- Evaluation fee will be charged if customers reject calibrating or repairing of their units. Evaluation fee is \$120.00.
- It is recommended that repair requests be screened by Technical Support Services before RMA # is issued.
- **Credit Card:** Call Alber with credit card information 954-623-6660 Ext 23801.
- **Sales Tax:** Any applicable taxes, duties, or fees are the responsibility of the purchaser. Sales tax for all shipments to CA, FL, NY & WA must be charged unless a current resale certificate is on file with Alber accounting. Please send certificate to [Alber.accounting@alber.com](mailto:Alber.accounting@alber.com).
- This quote is expressly conditional on Alber's standard Terms and Conditions which can be viewed using the link below.  
<http://www.alber.com/tc.pdf>