

# Display Return Material Authorization (RMA)

To provide you with the most efficient service possible, please provide the information requested below. The decisions by the service team are based on your service call case record and this documented form. Please include this completed form with your product. Thank you in advance for your cooperation.

Customer (Company) Name: \_\_\_\_\_ RMA Number: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Issuance Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Check Mark:

\_\_\_\_\_ Inspection

\_\_\_\_\_ Damaged

\_\_\_\_\_ Repair

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Inventory Check list

Please check any of the following items that are being sent in. Please write in size where appropriate.

QTY \_\_\_\_\_ Product \_\_\_\_\_

QTY \_\_\_\_\_ Product \_\_\_\_\_

QTY \_\_\_\_\_ Product \_\_\_\_\_

QTY \_\_\_\_\_ Product \_\_\_\_\_

QTY \_\_\_\_\_ Product \_\_\_\_\_

QTY \_\_\_\_\_ Product \_\_\_\_\_

Additional Comments and Reason for Return:

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### IMPORTANT PLEASE READ

Please note that it may take up to 2 weeks from the time we receive your item to have it repaired, please contact us if you require your item sooner, and be ready to provide your RMA #. Please make a copy of this document prior to shipping. An email with the return tracking # will be sent to the email address you provide on this form. Thank you for your business.

Return Material Authorization (RMA) request will close within 45 calendar days from the issuance of the RMA. The product must be returned to the warehouse within 14 calendar days from the issuance of the RMA.

Feel free to call your sales representative with any questions.

Please Send Product to:

**Display Service Center New York**

821 Prospect Avenue

Westbury, NY 11590 USA

Please affix this page to the outside of the shipping carton. Remember to include the Return Authorization Material Sheet inside the shipping carton along with your products.

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**From:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RMA Case Number** \_\_\_\_\_  
Inspect \_\_\_ Damaged \_\_\_ Repair

**Send to:**  
**Display Service Center New York**  
**821 Prospect Avenue**  
**Westbury, NY 11590 USA**