

Return Material Authorization Form



Email form to: info@evssupply.com
Fax form to: 972.231.2269
Phone: 972.231.5351
www.evssupply.com

Material returned without authorization will not be accepted.

RMA Steps: 1. Fill out this form completely 2. Email or fax per above

Company Name:

Account Number:

Ship To Address:

City:

State:

Zip Code:

Requested By:

Email:

Phone:

Fax:

Quantity	Item Number	Description	Customer PO Number	Serial Number (if applicable)	Reason Code	Return, Replace or Repair?
12	49968	QHE1X32T8/UNV ISN-SC-B	299652			

Return Reason Codes

Comments / Special Instructions

Record appropriate number in the "Reason Code" column above.

1. Wrong quantity received
2. Wrong merchandise received
3. Damaged in shipping
4. Duplicate order
5. Product defective
6. Customer not satisfied
7. Incorrect quantity ordered
8. Other
9. Negotiated

If items need to be returned, please ship to the address below:

For Office Use Only

EVS Supply
610 Presidential Dr., Ste.110
Richardson, TX 75081
1.800.776.5267

Credit Issued: Yes / No

Credit Amount:

Transaction Number:

Date Issued:

Issued By:

Comments: