



RETURN MATERIAL AUTHORIZATION (RMA) FORM

RMA Number: _____ Warranty In Out

Restocking Fee _____

No Not Fill. WCPI Use Only

INSTRUCTIONS

- 1) Complete this form and return by fax to: (330) 726-8045 or email.
- 2) Please list one product per line.
- 3) This form will be returned to you by fax or email with an RMA number after product warranty verification.
- 4) Ship RMA products freight prepaid. After inspection and testing, WCPI will either return a replacement product via UPS ground freight prepaid for in warranty items or credit your account. For any other shipment method, customer must pay the difference in freight. Out of warranty items will be invoiced for Restocking Fee. Products shipped to WCPI without an RMA number or freight collect **will be refused**.
- 5) **The RMA number must be clearly marked on the outside of the package.** Damage or loss of goods during shipment is the sole responsibility of the customer. Insufficient packaging may result in loss of warranty.
- 6) RMA numbers are valid for 10 days from date issued.

Company/Name: _____ Date: _____

Address: _____

City: _____ St: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Name: _____

Part Number	Description	Invoice Number	Problem Description

For out of Warranty products, please indicate method of payment for **RESTOCKING FEE:**

VISA MC AMEX DISC Purchase Order# _____

(For Customers with NET Terms only)

Do not Fill. WCPI Use Only

Date Issued: _____ Date Received: _____

Issued By: _____

RMA NOT ISSUED DUE TO:

Invalid Invoice Number Out of warranty Other

REPLACEMENT OR CREDIT NOT ISSUED DUE TO:

Received Product in Poor Condition Due to Shipping Not resellable Parts missing