



Phone: 800-327-0057 Fax: 616-247-4648

Return Merchandise Authorization Form

To submit a Return Merchandise Authorization (RMA) request, complete the following form. In order to expedite your request, please complete all information requested below.

Return the completed form to sales@successbydesign.com or fax to 616-247-4648. You will be notified with an RMA number if your return request has been approved.

School .Name:	
Contact:	
Phone:	Fax:
Email:	
Invoice or Order No.:	
Customer No.:	

Product Information

☐ Stock Planners	☐ Customized Planners	Product Code:
Return Authorization #:		
Qty:	Date of Purchase:	
Reason for Return or Description of Problem:		

Please take care to package your return carefully. Success by Design is not responsible for damage or lost product(s) caused by shipping. Any damage related to inappropriate packaging will result in reduced credit value.

- Freight damaged items. If your shipment arrives damaged, please note the damage on the carrier's delivery record in accordance with the carrier's policy, save the merchandise in the original packaging it arrived in, and arrange for a carrier inspection of damaged merchandise.

After receiving your Return Authorization #, send your merchandise and completed form to the address below.

Success by Design, Inc.
3741 Linden Ave SE
Wyoming, MI 49548

Signature: _____

By signing the RMA form, I agree to the terms and conditions set forth on this form.