



RMA Number: _____

Return Material Authorization (RMA) Form

Company Name: _____

Address: _____

Contact Person: _____ Tel: _____ Email: _____

Ship to person: _____

Ship to Address: _____

Salesperson Name:	Requested Date:	Ship Via:
Freight prepaid: YES/NO	Tracking number:	

Invoice #	PO #	Model #	Qty	Unit Price	Total	Reason for Return

RMA Return Policy:

All our products have a 5 year warranty. For defective products we will make an even exchange or issue a credit memo. Email info@jubileeled.com for RMA number. Return to: RMA Department, 5227 Middlebrook Pike, Knoxville, TN 37921. Proof of purchase (i.e., copy of the invoice) is necessary in order to provide any service. RMA number is only valid for items originally listed in the request form. For additional items, request a new RMA number. The items are tested only for the problems listed in the RMA form, so please describe the problem. Any physical damage or re-work done to the product, or defacing labels on parts and components, void warranty. No refunds- exchanges only. Please print RMA number legibly on top of EACH package. Any package without RMA number will not be accepted and returned to the shipper.

Customer Signature: _____ Date: _____

For internal use only

Sales person's name: _____	Sales person's signature: _____	
Warehouse receiver's name: _____	Warehouse receiver's signature: _____	
Received on: _____	Credit amount: _____	Invoice #: _____
Credit issued by: _____	Credit issued on: _____	
Shipped tracking number: _____	Date shipped: _____	
Accounting's Signature: _____	Date signed: _____	

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