

# Return Merchandise Authorization Form



Email form to: sales@rtpapparel.com

Attention: Customer Service  
 Phone: 877-299-2914  
 Fax: 330-266-7437  
[www.rtpapparel.com](http://www.rtpapparel.com)

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

<b>For Office Use Only</b>	Company Name:
	Account Number:
RMA Number:	Ship To Address:
Date RMA Issued:	City: <span style="float: right;">State: <span style="float: right;">Zip Code:</span></span>
Processed By:	Requested By:
Item Returned: Yes / No	Email:
Date Received:	Phone:

Quantity	Item Number	Description	Order Number	Reason Code	Credit, Replace, Other?

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 item ordered 8. Incorrect quantity ordered 9. Decided Not to use ( <b>20% Restock Fee</b> ) 10. Other	
	Credit Card Information
	Name on Card
	Card Number
	Expiration Date
	Security Code

If items need to be returned, please ship to the address below <u>after</u> receiving an RMA number :	For Office Use Only
RTP Apparel 3509 Brightwood Rd SE New Philadelphia, OH 44663 Attn: RMA #	Credit Issued: Yes / No
	Credit Amount:
	Transaction Number:
	Date Issued:
	Issued By:
	Comments:

