

Return Merchandise Authorization Form



Email form to: hello@organicpetboutique.com
 Attention: Customer Service
 Phone: 832-413-1961
www.organicpetboutique.com

RMA Steps: 1. Fill out this form completely 2. Email this completed form to above address

For Office Use Only	Customer Name:		
	ORDER Number:		
RMA Number:	Ship To Address:		
Date RMA Issued:	City:	State:	Zip Code:
Processed By:	Requested By:		
Item Returned: Yes / No	Email:		
Date Received:	Phone:		

Quantity	Vendor	Description of Item	Unit Cost	Serial Number (if applicable)	Reason Code	Credit, Replace or Repair?

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. Other	**NOTE: OPB cannot refund shipping charges.

Organic Pet Boutique 412 S Adams St #1107 Fredericksburg, Texas 78624	For Office Use Only
	Credit Issued: Yes / No
	Credit Amount:
	Transaction Number:
	Date Issued:
	Issued By:
Comments:	