

# Loveshaw

## Return Material Authorization Form ALL FIELDS MUST BE FILLED OUT

<b><u>Bill To:</u></b>		<b><u>Ship To:</u></b>	
Company Name:	_____	Company Name	_____
Contact Name:	_____	Attn:/ PO #	_____
Phone Number:	_____	Address	_____
Fax Number:	_____	City, State, Zip:	_____
E-mail Address:	_____		
Loveshaw Order Number:	_____		
Loveshaw Invoice Number:	_____		
Original or New Purchase Order No:	_____		
Model Number:	_____		
Machine Serial Number:	_____		
Motor/Reducer Serial Number:	_____		

\*\*\*\* Serial # must be included on all \*\*\*\*  
\*\*\*\* Warranty Claims or RMA # will \*\*\*\*  
\*\*\*\*Not be Issued \*\*\*\*

### **Select One:**

\_\_\_\_\_ Please issue a RMA number for the following items that are defective and have failed within the warranty period  
**Please fax copy of New purchase order with this form.** Credit will be issued upon return and verification of warranty coverage.

\_\_\_\_\_ Please issue a RMA number for the following items being returned for credit due to overstock or mis-shipment  
These items are in "like new" condition. Credit will be issued upon return - pending inspection.  
**(May be subject to 20% Restock Charge)**

<b>Qty.</b>	<b>Item No.</b>	<b>Description</b>	<b>Reason for Return</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For Loveshaw Use: RA # Issued _____ Replacement part shipped on Order # _____
20% Restocking Charge - Yes _____ - No _____ Credit Memo Issued _____ Auth Sign _____

**FAX REQUEST FORM TO 570-937-4370**  
**Loveshaw will back an RMA Acknowledgement.**  
**Follow Return procedure on Acknowledgement**  
**Loveshaw only Accepts returns with RMA #'s**  
**Returns may be subject to a 20% Restocking Charge**  
**Please mark RMA # on outside of the box.**

*Loveshaw  
2206 Easton Turnpike  
South Canaan, PA 18459*

**The form you are using is only necessary if you are requesting a RMA # which is a Returned Materials Authorization.**

Jet Printer Repairs require a **Repair Authorization Number**. The only thing required to obtain a **Repair Authorization Number** is a **FAX or EMAIL a PO** requesting a Repair Authorization to send the unit in for Repair.