

RMA#
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**Return Authorization Form**

Date: \_\_\_\_\_ Authorized By: \_\_\_\_\_

In order for you to receive proper credit for items being returned, please:

**INCLUDE THIS FORM WITH PARTS BEING RETURNED**

**MARK THE OUTSIDE OF ALL BOXES WITH YOUR RMA #**

Company: \_\_\_\_\_

Cust #: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

PO: \_\_\_\_\_

Job Name: \_\_\_\_\_

Invoice #: \_\_\_\_\_

**You are authorized to return:**

Part Number	Qty	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Stated Reason for Return**

- Defective   
  Incorrect   
  Damaged   
  Surplus   
  Other

**Parts should be shipped to:**

<input type="checkbox"/> <b>Alliance Elevator Solutions</b> 237 Oregon Street Mercersburg, PA 17236	<input type="checkbox"/> <b>Columbia Elevator</b> 380 Horace St, Bridgeport, CT 06610	<input type="checkbox"/> <b>Delaware Elevator Inc.</b> 2210 Allen Dr. Salisbury, MD 21901
<input type="checkbox"/> <b>D.L. Martin Co.</b> 25 D.L. Martin Drive Mercersburg, PA, 17236	<input type="checkbox"/> <b>Draka Cableteq USA</b> 22 Joseph E. Warner Blvd North Dighton, MA 02764	<input type="checkbox"/> <b>G.A.L. Manufacturing Corp.</b> 50 East 153rd Street Bronx, NY 10451
<input type="checkbox"/> <b>ITI Hydraulik USA</b> 207 Seaboard Rd Andrews, SC 29510	<input type="checkbox"/> <b>MAD Elevator Inc.</b> 115 City View Drive Toronto, ON M9W 5A8	<input type="checkbox"/> <b>Smartrise Engineering Inc.</b> 2601 Fair Oaks Blvd Sacramento, CA 95864

**Guidelines for Returning Parts**

The parts requested must be returned within 2 weeks of claim date in order to be given credit. The parts specified above MUST be received from the shipping company in good condition so a quality analysis can be performed on parts. Any parts or subcomponents returned due to a wrong configuration in ordering, (ie: left/right hand, wrong size) must be returned in a reusable condition. Reusable parts MUST be packaged in a way which precludes shipping damage and scratches. Charges will be adjusted for any missing components. If an extension is needed, you must request this prior to the due date and these may be extended if the request is granted. Any control boards will have a second form attached to fill out and must be included with the RMA when returned for credit. Boards returned that test "good" incur a \$75.00 charge plus freight on the replacement. Freight on "bad" board paid by AES.