



# RETURN MERCHANDISE AUTHORIZATION FORM

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### RMA PROCEDURE FOR CUSTOMER:

- Step 1. Contact your SunModo Sales Rep to obtain an RMA Number.
- Step 2. Fill out the Form below in its entirety.
- Step 3. Email the form to your SunModo Sales Rep for authorization PRIOR TO SHIPPING.
- Step 4. Once authorized, place the form in your return box with the item(s) being returned.
- Step 5. Use the label below and affix to the box. Be certain to include the RMA number.
- Step 6. SunModo will contact you for disposition.

**NOTE: SunModo will not process nor credit your account until an RMA Form has been approved (with 15% restocking fee.) Invoicing/payment modifications will not be revised/credited until after part disposition has been determined.**

Visit [www.sunmodo.com/resources](http://www.sunmodo.com/resources) for our Return Policy and RMA Form.

Company: _____	Contact: _____
RMA No: _____	Issue Date: _____
	Issued By: _____

Qty	Part Number	Description	Reason For Return	Invoice Number

<b>X</b> _____ Customer Signature and Date	<b>X</b> _____ SunModo RMA Authorized and Date	<b>X</b> _____ SunModo RMA Approved and Date
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 Address Label with RMA number

SunModo Corporation  
**ATTN: RMA No.** \_\_\_\_\_  
 29 S. Commons Rd. Ste A  
 Waterbury, CT 06704