

Return Merchandise Authorization Form



Email form to: service@fvs-cctv.com

Attention: Service Department
 Phone: 02088630666
www.fvs-cctv.com

RMA Steps: 1. Fill out this form completely 2. Prepare a copy of the sales invoice(s) for defective good(s) 3. Email per above

For Office Use Only	Company Name:		
	Account Number:		
RMA Number:	Ship To Address:		
Date RMA Issued:	City:	County:	Postcode:
Processed By:	Requested By:		
Item Returned: Yes / No	Email:		
Date Received:	Phone:		

Quantity	Item Number	Description	PO Number	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	

If items need to be returned, please ship to the address below <u>after</u> receiving an RMA number : <div style="text-align: center;"> FVS CCTV 1 Locket Road Harrow Middx HA3 7LY </div>	For Office Use Only Credit Issued: Yes / No Credit Amount: Transaction Number: Date Issued: Issued By: Comments:
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