



Form

Return Material Authorization (RMA)

Complete this form and fax or email to LACO. This form, with assigned RMA #, must be included with the shipment.

RMA # _____ (as assigned by LACO)
 Date: _____

LACO Contact: _____
 Customer PO # _____ (if applicable)

CUSTOMER INFORMATION

Billing	Shipping	<input type="checkbox"/> Same as Billing
Company Name	Company Name	
Address	Address	
City, State, Zip	City, State, Zip	
Contact Name	Contact Name	
Phone	Phone	
Fax	Fax	
Email	Email	

PRODUCT DESCRIPTION (For pumps, indicate oil type)

Part Number	Serial No.	Description / Symptoms / Problems

NOTE: Pumps must be drained of all fluids prior to sending in for service. A \$25 disposal fee applies to pumps received with oil.

PURPOSE OF PRODUCT RETURN (SELECT ALL THAT APPLY)

- Repair/Service (NOTE: A \$50 evaluation/inspection fee applies for products not repaired.)
- Evaluate, test and call before proceeding.
 - Teardown, inspect and call with price quote before proceeding.
 - Proceed with repair. Price not to exceed: \$ _____

- Calibration

Instructions: _____

- Return for Exchange Credit Refund
 Warranty Evaluation

Return shipment by: _____ PP&Add Collect Reg 2 Day Overnight

Shipping account # or other comments: _____

HAZARDOUS MATERIALS DECLARATION

List all chemicals or gases that have been in contact with the equipment.

In compliance with Federal OSHA Safety Standard 1910-1200, Hazard Communications "Right to Know", LACO Technologies requires this section to be completed to preclude potential health risks to personnel that can occur when receiving, disassembling, or servicing potentially contaminated equipment. **LACO cannot accept any biological hazards, radioactive material, organic metals or mercury-contaminated equipment.**

Customer Signature Required:

RECEIVING INSPECTION

To be completed by LACO Personnel

Item Inspection/Date	<input type="checkbox"/> As Listed Above <input type="checkbox"/> Additional Items – Describe:
Damage	<input type="checkbox"/> No Damage <input type="checkbox"/> Product Damaged – Describe:
Shipping Container(s)	<input type="checkbox"/> Discard <input type="checkbox"/> Save (mark containers with RMA #) – Describe:
Other Comments	Supplier/Vendor RMA #