LACO TECHNOLOGIES

Return Material Authorization (RMA) Form

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) LACO Contact: _____

Date: _____ Customer PO #: _____ (if applicable)

CUSTOMER INFORMATION

Billing		Shipping	☐ 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

Part #	Serial #	Product Name	Description / Symptoms / Problems

PURPOSE OF PRODUCT RETURN (SELECT ALL THAT APPLY)

☐ Repair/Service *NOTE: A $300 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

☐ Return for

- ☐ Exchange ☐ Credit ☐ Refund

☐ Warranty Evaluation

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

Shipping account # or other comments: _____

HAZARDOUS MATERIAL 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	☐ As Listed Above	☐ Additional Items - Describe:
Damage	☐ No Damage	☐ Product Damaged - Describe:
Shipping Container(s)	☐ Discard	☐ Save (mark containers with RMA #) – Describe:
Other Comments	Supplier/Vendor RMA #	