



15 Railside Road
Toronto, Ontario, M3A 1B2
Tel: (416) 444-3100
Fax: (416) 444-4144
Toll-Free: 1-800-265-2870
www.computerplug.com

RETURN MERCHANDISE AUTHORIZATION FORM

CUSTOMER INFORMATION

Customer Code: _____ Company Name _____

Phone # _____ Fax # _____

Email: _____ Date: _____

RMA INFORMATION

- All sections must be completed before an authorization can be issued.
- If the item(s) are defective, please explain.

Qty	Part #	Invoice #	Reason For Return

RMA # _____ Date: _____

Authorized By: _____ Picked Up By: _____

1. An RMA # will be issued within 7 business days.
2. A credit note will be issued on an authorized RMA within 30 days of C.P receiving the goods.
(Please note returns given to salesman may not arrive at C.P for some time)
3. Please be advised that all credits will be issued at current pricing.
4. Original product packaging must NOT be damaged.
5. Write the RMA # on the OUTSIDE of the shipping package.

6. Enclose a copy of the invoice or RMA authorization form in the shipping package. (No credits will be issued without this information)