



## Return Material Authorization (RMA) Request Form

Return completed form to: [returns@stegousa.com](mailto:returns@stegousa.com)

Customer Information			
Account #:	<input style="width: 90%;" type="text"/>	Contact:	<input style="width: 90%;" type="text"/>
Sales Order:	<input style="width: 90%;" type="text"/>	Phone:	<input style="width: 90%;" type="text"/>
Company:	<input style="width: 90%;" type="text"/>	Email:	<input style="width: 90%;" type="text"/>
Address 1:	<input style="width: 90%;" type="text"/>		
Address 2:	<input style="width: 90%;" type="text"/>		
City:	<input style="width: 90%;" type="text"/>		
Zip:	<input style="width: 90%;" type="text"/>		

Product Information			
PO Number	Part Number	Quantity	Reason Code

Reason Codes
<input type="radio"/> 1. Defective <input type="radio"/> 2. Damaged <input type="radio"/> 3. Incorrect Items <input type="radio"/> 4. Extra Item Received <input type="radio"/> 5. Missing Components <input type="radio"/> 6. Other

Reason for Return
Please provide as much detail as possible:

Return Instructions
<ol style="list-style-type: none"> <li>1. RMA request must be approved by STEGO, Inc. before returning product.</li> <li>2. RMA form must be included in the shipment.</li> <li>3. Material must be returned in original packaging unless approved by STEGO, Inc.</li> <li>4. A 20% Restocking fee is applicable.</li> <li>5. Customer is responsible for freight charges on non-warranty returns.</li> </ol>