RETURNS MATERIALS AUTHORIZATION

ORTHMAN MANUFACTURING, INC.

R.M.A.#

RETURNED FROM:

RETURNED TO: ORTHMAN MANUFACTURING INC.
75765 ROAD 435 PO BOX B
LEXINGTON, NE 68850

REQUEST BY	AUTHORIZED BY	SHIP VIA	DATE RETURNED	JOB #	INVOICE # (PLEASE ATTACH COPIES) INVOICE DATE:

QUANTITY REQUEST	QUANTITY RETURNED	PART NUMBER	DESCRIPTION	CONDITION	EACH	SPECIAL INSTRUCTIONS (Freight)	ISSUE CREDIT	20% RESTOCKING	SUBTOTAL

RETURNED BY: _____

REC'D BY:_____ DATE: _____ CHECKED BY: _____ DATE: _____

TOTAL

REASONS FOR RETURN (CICLE CODE BOTTOM LEFT)

RETURNED.....CODE A	WARRANTY.....CODE D
SHIP ERROR...CODE B	REPAIR & RETURN.... CODE E
EXCHANGE....CODE C	ORDER ERROR.....CODE F

RETURN POLICY: Return of standard products will be considered when a written request has been given to an authorized Orthman Manufacturing loc. Respresentative. The following information is required: reason for return, original invoice number, Orthman Manufacturing, Inc's part number. After authorization, merchandise returned mus be prepaid and a 20% restocking charge of the net price will be assessed. The only exception to this would be on returns because of shipping errors or Products that are altered in any way, including repainting, will no be considered for return. Products returned to the factory without authorization will be refused and returned to the shipper.

SALES | SALES MGR | LAURA

Note: Laura will finish the process in TCM for accounting, adding all the pertinent information in the system to issue credit.

lb 6/20/17