



# NUSIGN SUPPLY

DIGITAL PRINTING EQUIPMENT & SUPPLIES

## RMA Request Form

RMA # \_\_\_\_\_  
Date : \_\_\_/\_\_\_/\_\_\_

### CONDITIONS FOR RETURNS:

1. All returned Items must have authorization in advance, hereby referenced as RMA (return merchandise authorization).
2. To obtain an RMA number you must contact NuSign customer service and provide a description of the goods, order/invoice number and return reason.
3. **Material will not be accepted without an RMA number.** Material must be prominently marked with the RMA number in order to be properly received. Credit being issued for defective material **must include sample print.** Return of any merchandise that is not deemed to be defective is at the sole discretion of the management of NuSign Supply and is subject to a 25% restocking fee.
4. Non-defective items that have been considered for credit may also be subject to a re-packaging fee.
5. Items must have been purchased from NuSign Supply, Inc. within 90 days of the requested return date.
6. Items that are deemed to be defective qualify for replacement or house credit only.
7. Items that were shipped in error also require an RMA but qualify for full house credit or a refund by like means of payment.
8. Defective merchandise will have return freight paid by NuSign, all others must be returned at customer's expense (insurance suggested).
9. **Customer must sign RMA form** to acknowledge the guidelines stated above.
10. Replacement items will be issued credit upon arrival of authorized RMA item. If item is not returned within 30 days, invoice will be due.

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

DATE OF PURCHASE	INVOICE #	PO#	QTY	ITEM	RETURN REASON

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_