



## 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)  
 Date: \_\_\_\_\_

LACO Contact: \_\_\_\_\_  
 Customer PO # \_\_\_\_\_ (if applicable)

### CUSTOMER INFORMATION

Billing	Shipping
Company Name	Company Name <input type="checkbox"/> Same as Billing
Address	Address
City, State, Zip	City, State, Zip
Contact Name	Contact Name
Phone	Phone
Fax	Fax
Email	Email

### PRODUCT DESCRIPTION

Part Number	Serial No.	Contact Name	Description / Symptoms / Problems

### PURPOSE OF PRODUCT RETURN (SELECT ALL THAT APPLY)

- Repair/Service *NOTE: A \$50 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 MATERIALS 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	<input type="checkbox"/> As Listed Above <input type="checkbox"/> Additional Items – Describe:
Damage	<input type="checkbox"/> No Damage <input type="checkbox"/> Product Damaged – Describe:
Shipping Container(s)	<input type="checkbox"/> Discard <input type="checkbox"/> Save (mark containers with RMA #) – Describe:
Other Comments	Supplier/Vendor RMA #