



RMA CONFIRMATION

Date: ____/____/____

Company: _____

Your RMA# is

Attn: _____

Ref. Invoice#: _____ PO#: _____ Date Ordered: _____

Reason for Return: _____

Restocking Charges: No Yes _____%

Method of Return: Customer Return Our Truck Call Tag

Qty.	U/M	Description of Product (including Lot #)

Here is the RMA you requested. **Please note that this RMA is valid for 15 days only.** In order to receive proper credit it is imperative that you follow the following guidelines:

- Include a printed sample of the problem and the unused portion of the product.
- Reference RMA# on the outside of the returned package & Documents.
- Pack item in protective outer box. Damage due to shipping may result in the denial of your RMA request.

RMA's are subject to final inspection. Credit for a product will be issued only if all the above steps have been followed and Read&Co. has determined that the failure is due to manufacturer defect. Credit will not be issued if it is determined that the problems are a result of user error.

Thank you for your cooperation.

Sincerely,

Sales Support Team
Read and Company