MHT LIGHTING

# Return Material Authorization (RMA) Form rev 01

## Replacement/Return Policy:

Products purchased through MHT and under warranty* may be returned for replacement by following these steps:

1. Once RMA #/form is given, fill out the form in its entirety.
2. Send one copy to returns@mhtlighting.com and another copy place in the box with the item (s) being returned.
3. Return the authorized item(s) per shipping instructions.
4. All items MUST be returned in original packaging and resalable condition unless a defect is found.

**Note: Please follow each of these steps to avoid delays. An active invoice will be created until defective fixture is returned and tested.**

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Company: _____ Contact Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

RMA No: _____ Date Issued: _____

**RMA EXPIRES 30 DAYS FROM ISSUE DATE*****

*Under Warranty (Must provide original order and date in order to verify warranty coverage)

| Qty | Description | Reason for Return | MHT Invoice # | Purchase Order | Order Date |
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## Shipping Instructions:

1.Be sure to obtain an RMA number and clearly mark the outside of the box(s) with this number.

2.Ship only the items that are authorized.

3.We will not be responsible for returns shipped UPS, our preferred method is Federal Express. Our account number is **2067-31842.**

**Ship returned items to:**

MHT Lighting, Inc.
1961 Richmond Terrace
Staten Island, NY 10302
**Attn: Returns**

Sample Address label with RMA Number

John Smith RMA #: 123456
XYZ Corporation
123 Main St.

MHT Lighting
Attn: Returns
1961 Richmond Terrace
Staten Island, NY 10302

Your account will be credited accordingly upon receipt and inspection of fixtures(s):

_____

Customer Signature: _____ Date: _____

Return Approval _____ Date: _____