



# Return Material Authorization Request Form

Please follow these steps:

1. Fill out the Return Material Authorization Form in its entirety.
2. Email form to: [Sales@custommicrowave.com](mailto:Sales@custommicrowave.com) to obtain an RMA number.
3. Return the authorized item(s) per shipping Instructions below.

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Internal Use)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

***\*CMI does not accept liability or agree to perform work until the part is received and evaluated against original delivery/contractual requirements. The receipt of a RMA number is not concurrence that the part(s) is defective and does not guarantee that any work will be done.***

Qty	CMI Part Number	Serial Number	Return Reason	Requested Disposition	Customer PO#	Order Date

Shipping Instructions:

1. Ship only the items that are authorized with a copy of the RMA form.
2. Clearly mark the outside of the package(s) with the RMA #.
3. Ship returned items to:

**Custom Microwave Inc.  
24 Boston Ct.  
Longmont, Co. 80501**

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Return Approval: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_