

RMA Department  
623 Herman Road  
Jackson, NJ 08527-3009, U.S.A.

**Phone:** 732-928-1000 | **Fax:** 732-928-1228  
**Email:** rmadept@express-inc.com

**Step 1** - Please complete this form and return by fax or email. We will promptly return this form to you with the return merchandise authorization (RMA) number. Serial numbers, ESP Account number & Invoice/Order number are mandatory for processing.

**Step 2** - Once you receive an RMA number, please ship items, preferably in the original cartons, with all accessories, to the address above. Please have your RMA# clearly marked on the shipping label and shipping box. Please do not add any markings to product packaging. Unauthorized returns will be rejected immediately at the shipping dock.

**Note:** Non-defective returns may be subject to 20% restock fee. Credits applied upon receipt of goods. No credit on freight charges.

### Customer Information

<b>Company</b>				<b>ESP Acct #</b>	<i>Mandatory</i>
<b>Contact</b>				<b>Phone</b>	
<b>Address</b>				<b>Fax</b>	
				<b>Email</b>	
<b>Invoice #</b>	<i>Mandatory</i>	<b>Order #</b>	<i>Mandatory</i>	<b>PO #</b>	

### Product Information

Part Number	Description	Qty	Serial Number	Problem	Return Type
			<i>Mandatory</i>		<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Credit
			<i>Mandatory</i>		<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Credit
			<i>Mandatory</i>		<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Credit
			<i>Mandatory</i>		<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Credit
			<i>Mandatory</i>		<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Credit
			<i>Mandatory</i>		<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Credit

### Additional Comments

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