

No	
DONE BY	
DATE	

RMA REQUEST FORM

ACCOUNT NAME	
ACCOUNT NUMBER	
CONTACT PERSON	
TEL NUMBER	
FAX NUMBER	
E-MAIL	a.

DESCRIPTION OF THE PRODUCTS (please complete all fields)

<u>INVOICE NO</u>	<u>ADIMPO CODE</u>	<u>VENDOR REF</u>	<u>QTY</u>	<u>REASON FOR RETURN</u>
<u>COMMENTS:</u>				

CONDITIONS FOR RETURNING (COMPLETED BY ADIMPO)

TRANSPORT EXPENSES CHARGED TO ADIMPO <input type="checkbox"/> YES _____ / <input type="checkbox"/> NOT _____ COLLECTING DATE: CARRIER AGENCY: * IT WOULD BE APPRECIATED IF THE GOODS ARE PREPARED FOR THE COLLECTING DAY AGREED*
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TRANSPORT EXPENSES CHARGED TO THE CLIENT (*TRANSPORT CARRIER ACCORDING TO THE CLIENT CHOICE*) ADIMPO S.A. POLÍGONO INDUSTRIAL CAMPOLLANO, C/ B Nº 4 C.P. 02007 ALBACETE, SPAIN
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GENERAL RMA PROCEDURE

NOTE

- Failure to complete the form in its entirety may be result in claim process being delayed.
- Goods should not be returned unless you have an Adimpo RMA number. If goods are received without an Adimpo RMA number, we will request that you have them collected from our warehouse.
- A copy of the Adimpo RMA must be sent with all return shipments.
- Once the product reaches our inventory will inspect each and every individual product. Once the fault or a damaged has been confirmed a credit will then be passed to the original invoice value.
- If a product is in a saleable condition and is found to be tampered with, labeled or written on, this is deemed unacceptable. In this unlikely event the goods will be returned to you at your expense
- If the product is in an un-saleable condition you **MUST** notify us before hand or the claim will be rejected.
- All products that have been ordered in error by the customer will incur the full cost of transportation back to our inventory and a 10% administration surcharge.
- All claims must be accompanied with a copy of the original delivery note or invoice.
- All claims must be notified within 72 hours of delivery.