



SUNDBERGAMERICA

When you need a part... we get it.

Return Material Authorization (RMA) Request Form				Instructions		
Customer # :		Date :		1. Fill out the RMA request in its entirety		
Customer Name:				2. Return your request via email or fax:		
Address:				RMA@SundbergAmerica.com		
				Or Fax: 800-344-3309		
City:		State:	Zip:	3. Your request will be processed within 48 hours and the approved RMA form will be returned. Please choose a delivery method:		
Phone:				<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax		
Email:			Fax:			
In the event Sundberg America is unable to credit any parts on the return, per our policy, please check one box:						
<input type="checkbox"/> Customer authorizes Sundberg America to discard any parts that have been denied return credit						
<input type="checkbox"/> Customer requests Sundberg America to return any parts that have been denied credit back to the customer at their expense						
Return Location (i.e. Chicago, Des Moines, Fargo, Oak Forest):						
	Return Code	Part Number	Invoice Number	Invoice Date	Quantity	PO # or Reference #
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Return Code:	A: Core Return	B: Warranty Return	C: Damaged Part	D: Shortage	E: Standard Return	
All returned parts must be unused and returned in the same new condition in which they were originally received. All parts must be in the original packaging, and include proof of purchase. Any items returned used, damaged in any way, or missing components will not be refunded. Return policy is 100 days from date of invoice. Special order parts are not eligible for return. No returns will be accepted on any installed or electrical parts.						

Returns without a valid RMA number will not be accepted.