



Instructions: To fill out this form in Microsoft Word, use the tab key to advance through the form fields. The shaded fields are for internal use only. This form must be completed before an RMA Number can be issued.

Return Merchandise Authorization (RMA) Request Form

Please email this form to returns@worthdist.com or fax it to 570-451-4770 for RMA # prior to shipping returns.

Customer Number:		Date:		RMA #:	Issued by:		
Name:							
Company Name:							
Address:							
City:				State:	Zip:		
Phone:		Fax:		Email:			
Part Number:	Quantity:	Invoice:	*Date Code/Serial No.:	Reason for Return:			
Requested Action: <input type="checkbox"/> Store Credit <input type="checkbox"/> Refund <input type="checkbox"/> Exchange <input type="checkbox"/> Repair							
Qty Rec'd:	<input type="checkbox"/> Store Credit <input type="checkbox"/> Exchange	<input type="checkbox"/> Refund <input type="checkbox"/> Repair	<input type="checkbox"/> RTS <input type="checkbox"/> B-Stock	<input type="checkbox"/> RTV	Restock Fee:	Notes:	Rec'd by:
Part Number:	Quantity:	Invoice:	*Date Code/Serial No.:	Reason for Return:			
Requested Action: <input type="checkbox"/> Store Credit <input type="checkbox"/> Refund <input type="checkbox"/> Exchange <input type="checkbox"/> Repair							
Qty Rec'd:	<input type="checkbox"/> Store Credit <input type="checkbox"/> Exchange	<input type="checkbox"/> Refund <input type="checkbox"/> Repair	<input type="checkbox"/> RTS <input type="checkbox"/> B-Stock	<input type="checkbox"/> RTV	Restock Fee:	Notes:	Rec'd by:
Part Number:	Quantity:	Invoice:	*Date Code/Serial No.:	Reason for Return:			
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Part Number:	Quantity:	Invoice:	*Date Code/Serial No.:	Reason for Return:			
Requested Action: <input type="checkbox"/> Store Credit <input type="checkbox"/> Refund <input type="checkbox"/> Exchange <input type="checkbox"/> Repair							
Qty Rec'd:	<input type="checkbox"/> Store Credit <input type="checkbox"/> Exchange	<input type="checkbox"/> Refund <input type="checkbox"/> Repair	<input type="checkbox"/> RTS <input type="checkbox"/> B-Stock	<input type="checkbox"/> RTV	Restock Fee:	Notes:	Rec'd by:
Additional Comments:							

Note: If you have purchased an advanced replacement, please select Refund as your requested action.

All returns must be made within 30 days of purchase. If an exception is made after 30 days, only store credit will be issued. All products must be returned in new, resalable condition with original packaging and manuals. Installed items cannot be returned. Wire, software and special order items cannot be returned. Products with missing components or missing documentation, or products not in resalable condition will be subject to additional restocking fees or returned to the customer. All returns are subject to manufacturers' return policies. Shipping charges are not refundable and returns must be sent to Worthington Distribution freight prepaid. Worthington Distribution is not responsible for returns lost or damaged during shipping. The RMA number must be written on the outside of the box. Returns without RMA numbers will be refused. For complete information, please review our Terms and Conditions.

566 Route 390 • Tafton, PA 18464

1-800-282-8864 • 570-451-4770 (fax) • returns@worthdist.com

RMA Form - Worthington Distribution v2 Revised: 09/15/2010