

Merchandise Return Authorization Form Template

Please print and complete this form. Include the completed form inside your return package to ensure timely processing of your return or exchange.

1. Return Authorization Details (For Office Use Only)

RMA Number:

Authorized By:

Authorization Date:

2. Customer Information

Full Name:

Order Number:

Email Address:

Phone Number:

Original Purchase Date:

3. Return Address Information

Street Address:

City, State, Zip Code:

4. Items Being Returned

Item / SKU Number	Item Description	Quantity	Reason for Return	Requested Action (Refund / Exchange / Store Credit)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Additional Comments

Comments or specific issues:

6. Return Instructions & Verification

- Pack all items securely in their original packaging, including all accessories and manuals.
- Place this printed and completed Return Authorization Form inside the shipping package.
- Clearly write the RMA number on the outside of the shipping box.
- Ship the package to the authorized return center address provided by customer support.

Customer Signature:

Date: