

RMA#	SALES REP
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(INTERNAL USE ONLY)

- Fill out as much information below as possible. **Anything with an asterisk (*) is a required field.** Additional information will help to ensure that your RMA is processed quickly and efficiently. **Please be as descriptive as possible. Allow 24-48 Hours to receive RMA number.**
- Fax completed forms to **775-284-3855** or email swreturns@supplieswholesalers.com to receive your RMA number. (Or click submit below)
- Credit will be issued to the credit card used for the original purchase. To have credit applied to a different card, please include a note on this form.
- Please return leaking defective toner cartridges in a sealed plastic bag.

DATE	*COMPANY NAME	ACCOUNT#
*CONTACT NAME		*EMAIL ADDRESS

***For ACTION column below, please enter the number which corresponds with the option you prefer from these 3 choices:**

1 Refund upon return	2 Replacement at no cost upon return	3 Replacement at cost today, with a refund upon return	Ground Next Day
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*QTY	*PART#	REASON FOR RETURN	*ACTION#	INV OR PO#	WARRANTY/BATCH #

Action 3 Above: Replacement order ship to address			
NAME	ADDRESS		SUITE/APT.
CITY	STATE	ZIP	

<p>If your return qualifies for a warranty return, you will be contacted with a return label to send the defective product back. If your return does not qualify for a warranty return, please ship the items to:</p>	<p>Warehouse Attn: Returns Dept / RMA # 3892 Delp St. Memphis, TN 38118</p>	<p>Number of shipping labels you will need: <input type="text"/></p>
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***PLEASE NOTE: Any returned item without the correct, approved RMA number will take lowest priority for processing (meaning processed last). Toner and Ink cartridges sent back less than 10% full, or any product without the appropriate warranty labels will NOT be issued credit. In the event that our test lab determines a returned item was not purchased from Supplies Wholesalers, or if a returned item is ineligible for a refund, you will be notified via e-mail and given 2 weeks to respond with a shipping label if you would like to have the item returned to you. Any returned items that are not ours will be destroyed after 2 weeks. Unopened and/or Non-Defective product is subject to a 15% restocking fee.