



# Return Material Authorization (RMA) Form rev 01

## Replacement/Return Policy:

Products purchased through MHT and under warranty\* may be returned for replacement by following these steps:

1. Once RMA #/form is given, fill out the form in its entirety.
2. Send one copy to returns@mhtlighting.com and another copy place in the box with the item (s) being returned.
3. Return the authorized item(s) per shipping instructions.
4. All items MUST be returned in original packaging and resalable condition unless a defect is found.

**Note: Please follow each of these steps to avoid delays. An active invoice will be created until defective fixture is returned and tested.**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

RMA No: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**RMA EXPIRES 30 DAYS  
FROM ISSUE DATE\*\*\***

\*Under Warranty (Must provide original order and date in order to verify warranty coverage)

Qty	Description	Reason for Return	MHT Invoice #	Purchase Order	Order Date

## Shipping Instructions:

1. Be sure to obtain an RMA number and clearly mark the outside of the box(s) with this number.
2. Ship only the items that are authorized.
3. We will not be responsible for returns shipped UPS, our preferred method is Federal Express. Our account number is **2067-31842**.

### Ship returned items to:

MHT Lighting, Inc.  
1961 Richmond Terrace  
Staten Island, NY 10302

**Attn: Returns**

## Sample Address label with RMA Number

John Smith XYZ Corporation 123 Main St.	RMA #: 123456  MHT Lighting Attn: Returns 1961 Richmond Terrace Staten Island, NY 10302
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Your account will be credited accordingly upon receipt and inspection of fixtures(s):

\_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return Approval \_\_\_\_\_ Date: \_\_\_\_\_