



Return Authorization (RMA) Number Request

Please use this form to provide us with the following information when returning product for warranty repair, non-warranty repair or credit. Proper completion of this form will prevent delays in warranty repairs, non-warranty repairs, or credits. **Your RMA request cannot be processed without this information.**
This page should be filled out with the requested information and then faxed to (713)-779-8898.

Date: _____ Account Number: _____

Person to Contact: _____

Phone: _____ Fax: _____

Billing Address:

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Ship to Address:

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Product Model Number: _____

Product Serial Number: _____

Original Sigmax Invoice number: _____

Is this a repair or a credit request? (circle one) Repair Credit

What is wrong with this product(s)? Please be as specific as possible: _____

Note: No unauthorized Returns will be accepted. All returns must have an RMA number clearly visible on the outside of the box. Products returned to Sigmax without the proper RMA number will be refused and returned to sender. This RMA number is valid for 15 days only. Product returned for credit is subject to a minimum 15% restock/refurbish charge.

OFFICE USE ONLY! Please do not write in this space

AUTHORIZED BY (SIGNATURE): _____

CUSTOMER RMA #: _____

THIS RETURN IS FOR: WARRANTY REPAIR NON-WARRANTY REPAIR CREDIT
