



## RETURN MERCHANDISE AUTHORIZATION REQUEST FORM

Please **DO NOT** return your order **UNTIL** our returns department approves and issues you an RMA number.

To request a Return Merchandise Authorization (RMA) number please complete this form (signature required) and fax it to (707) 347-1861. KVAL Inc. will then issue an RMA number based on the information included in this form. Approved RMA numbers will be sent to you via email or fax. Once your return has been approved you may send your return (with this form) for replacement or refund.

**RMA#:** \_\_\_\_\_

**Please print all fields**

Company Name \_\_\_\_\_ Contact \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_ Order Date \_\_\_\_\_  
Order Number \_\_\_\_\_  
Method of return (FedEx, UPS) \_\_\_\_\_  
Was the package opened? \_\_\_\_\_  
Date returned \_\_\_\_\_

**Please send the RMA number to:**

\_\_ Email Address \_\_ Fax Number

<b>Item Description:</b> _____	<b>P/N Number:</b> _____
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**Reason for Return:**

\_\_ Wrong item shipped \_\_ Shipping damage  
\_\_ Damages \_\_ Ordered wrong products  
\_\_ Defective  
\_\_ Did not perform as expected

**Other:**

**Action Requested:** \_\_ Replacement \_\_ Refund

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE**

Please review attached return policy statement to ensure your request will be accepted. The Return Policy is posted on KVALINC.COM.