



Return Material Authorization (RMA)

Procedure

- 1.) Dealer creates and sends this Request for RMA to H&S Manufacturing.
All parts being returned for credit must be in new, unused, and resalable condition.
- 2.) H&S reviews this request and returns an RMA number to dealer indicating the parts that are authorized for return.
- 3.) Dealer returns parts with the RMA issued from H&S.
- 4.) A 15% restocking fee will be charged for returned parts after 30 days.

NO PARTS WILL BE ACCEPTED AT H&S WITHOUT AN RMA NUMBER.

*Required Field

Shaded areas to be completed by H&S

*Request Date	
*Requestor Name	

RMA Number	
RMA Authorized By	
When Received, Notify:	

Dealer Information	
*Dealer Name	
*Address	
*City, ST, Zip	
*Phone No.	
Acct No.	

Remit To (if different)	
Name	
Address	
City, ST, Zip	

*Reason for Return	Wrong Part Ordered	Defective/Damaged
	Wrong Part Shipped	Dealer Overstock
	Duplicate Order	Warranty
	Did Not Order	Other (specify)
	Ordered in Error	

Notes



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Original Sale Information	
Sales Order Date	
*Invoice Number	

Part Number	Part Description	Qty	Part Condition	Part Disposition

Return Freight Paid By	H&S
	Dealer

Additional Comments