



RETURN AUTHORIZATION FORM

Please complete this form entirely and include a copy in the box with each unit sent to Comrex. **No RMA number required.** Our normal turnaround time for repairs is two weeks. If you have a loaner unit from Comrex, we may prioritize other repairs if needed.

*Note: WARRANTY REPAIRS will be returned via UPS ground/standard free of charge.
If expedited shipping is necessary, please provide a UPS or FedEx account number.*

If sending units from outside the U.S., you **MUST** use the Harmonized Tariff Code **8517.69.0000** and declare: **"Country of Origin: USA - being returned to original manufacturer for repair and return"** on the Commercial Invoice. If you do not include this documentation, you will be responsible for paying any fees or charges acquired during import.

Send Equipment To: Comrex Corporation, 19 Pine Road, Devens, MA 01434 USA **Attn:** Repair Dept.

Date Shipped: _____ **Date Required Back:** _____
(Indicate a specific date; "ASAP" will be processed as standard turnaround time)

Return Shipping Method: _____ **Shipping Account#:(optional)** _____

Reason for Return: Repair Exchange Credit Other: _____

From: Who is sending it in?

Company: _____ Address: _____
City: _____ State: _____ Zip/Postal: _____ Country: _____
Contact: _____ Tel #: _____ Email: _____

Ship To: Where should we return it to?

Company: _____ Address: _____
City: _____ State: _____ Zip/Postal: _____ Country: _____
Contact: _____ Tel #: _____ Email: _____

Bill To: Who is paying for it? **Please note: Minimum Repair/Evaluation Charge - \$75.00 (warranty items excluded)*

If your company has payment terms established with Comrex, please indicate a PO#: _____

Company: _____ Address: _____
City: _____ State: _____ Zip/Postal: _____ Country: _____
Contact: _____ Tel #: _____ Email: _____

Please list the equipment enclosed (if this equipment uses an external power supply, it must be included)

Model	Serial #	Problem (Please provide as much detail as possible)

Special Instructions: _____

