

Return Policy:

Products purchased through inTransit Global and may be returned for credit or replacement by following these steps

1. Contact inTransit Customer Service at 800-989-7809 to obtain an RMA number.
2. Fill out the Return Material Authorization Form in its entirety place the RMA Form in the box with the item(s) being returned.
3. Return the authorized item(s) per shipping instructions.
4. Our Replacement Department will process your request.

**Return Material Authorization (RMA) Form**

Company: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone: _____ Fax: _____

RMA No: _____ **Date Issued:** _____

(RMA No. must be obtained from inTransit Global Customer Service prior to returning products)

*Please provide original order number and [] below.

Qty	Item Number	Item Name	Reason for return	Your PO#	inTransit Global	Order Date

Shipping Instructions:

1. The bottom of the original packing slip contains inTransit Global returns address. Use this portion of the form to affix to the box(s).
2. Be sure to obtain an RMA number and clearly mark the outside of the box(s) with this number.
3. Ship only the items that are authorized.
4. Ship returned items to:
inTransit Global.
ATTN: RMA Dept.

Shipments received by inTransit Global without an RMA number will be refused.

Sample Address Label with RMA number

John Smith 123 STORE 245 Alley Way	RMA#: 002354 inTransit Global ATTN: RMA Dept
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Use this space for additional Comments:

Customer Signature: _____ Date: _____

Return Approval: _____ Date: _____