



6000 Condor Dr.
 Moorpark, CA 93021
 PHONE 800.900.9276 x5401
 FAX 800.599.1583

Return Material Authorization (RMA) Request Form

RMA Number: <small>(To Be Determined by Customer Service Department)</small>	Date:
Company Name:	Account Number:
Address:	
Phone:	Fax:
Contact:	

Laars Part Number:	QTY:	Description:
Heater Model Number:	Heater Serial Number:	
Date Heater Installed:	Date Heater Failed/Explanation:	
Reason for Return (Select One): Failed from Boiler _____ Customer Ordered Incorrect Part _____ Other: Failed from Stock _____ Shipping/Picking Error _____		
Original PO # or Laars Invoice #:		
Replacement Part Purchased Under PO#:		
Select One: _____ Credit / Replacement		

Laars Part Number:	QTY:	Description:
Heater Model Number:	Heater Serial Number:	
Date Heater Installed:	Date Heater Failed/Explanation:	
Reason for Return (Select One): Failed from Boiler _____ Customer Ordered Incorrect Part _____ Other: Failed from Stock _____ Shipping/Picking Error _____		
Original PO# or Laars Invoice #:		
Replacement Part Purchased Under PO#:		
Select One: _____ Credit / Replacement		

Instructions for Returning Material:

1. All information is required for consideration of credit or replacement.
2. Entries on these RMA forms do not bind Laars.
3. Customer is responsible for FREIGHT, unless otherwise specified.
4. RMA number must be clearly marked on ALL packages returned. PACKAGES WILL BE RETURNED AT CUSTOMERS EXPENSE.
5. Retain a copy containing RMA # for your records.
6. When returning part(s), please advise DM# if you have issued one.
7. Fax the completed form to the above fax number to obtain an RMA#. An RMA # will be faxed back to you.

RMA EXPIRES 90 DAYS FROM ISSUE DATE

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