

Return Merchandise Authorization Form



Email form to: customerservice@performexweb.com
 Attention: Returns
 Phone: (956) 630-5438
www.performexweb.com

RMA Steps: 1. Fill out this form completely 2. Prepare a copy of the sales invoice(s) for defective good(s) 3. Email or mail together.

For Office Use Only	Company Name:		
	Account Number:		
RMA Number:	Ship To Address:		
Date RMA Issued:	City:	State:	Zip Code:
Processed By:	Requested By:		
Item Returned: Yes / No	Email:		
Date Received:	Phone:	Fax:	

Quantity	Part Number	Description	PO Number (if applicable)	Reason Code	Credit or Replace

Return Reason Codes	Comments / Special Instructions
Record appropriate number in the "Reason Code" column above. 1. Wrong quantity received 2. Wrong merchandise received 3. Damaged in shipping 4. Duplicate order 5. Product defective 6. Customer not satisfied 7. Incorrect item ordered 8. Incorrect quantity ordered 9. Missing Parts 10. Other	

If items need to be returned, please ship to the address below after receiving an RMA number :	For Office Use Only
Performex™ Industrial, Inc. 200 N McColl Ste Q, McAllen, TX 78501 Contact: Jay Callaway (956) 630-5438 jay@performexweb.com 9AM-6PM Monday to Friday	Credit Issued: Yes / No Credit Amount: Transaction Number: Date Issued: Issued By: Comments: