

# TAKNOLOGY - RETURN AUTHORIZATION REQUEST

RMA# \_\_\_\_\_ Customer Ref.# \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

All TAK products are sold without return privileges. Your request to return the following merchandise which was billed on our reference invoice, is subject to our return policy.

Quantity	Item #	Description	Invoice #	Invoice Date	Invoice Price	Restocking %

## Reason for Return Authorization

### Return Policy:

- 1) Returns must be accompanied by an approved Return Authorization Form and returned within 10 days of issue.
- 2) Taknology reserves the right to reject returned products after inspection.
- 3) All merchandise must be in "NEW" condition. Any returned merchandise found to be in used condition will be returned to the Dealer.
- 4) All returns are subject to a minimum 10% Handling Charge against net cost.
- 5) Returns must be shipped PREPAID and WITHOUT HANDLING CHARGES to the Taknology location from which the goods were shipped.
- 6) Your RMA request will be responded to within 2 business days.

### Additional Conditions:

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Merchandise returned without an approved Return Authorization Form will be returned to the Dealer, Freight Collect.**

### Return Instructions:

- 1) **NO RETURNS WILL BE ACCEPTED WITHOUT AN RMA NUMBER.**
- 2) Include our invoice number (above), on which goods to be returned, were originally billed.
- 3) Enclose a copy of RMA with the returned merchandise.
- 4) Retain a copy of RMA for your records.
- 5) Do not deduct for this return until you receive the applicable credit memorandum from Taknology.
- 6) **RMA# must be clearly indicated on the shipping label that is placed on the item(s) being returned.**



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