

## Alucen Return Merchandise Authorization (RMA) Form

**Instructions:**

1. Please review the Alucen Return Policy before submitting this form.
2. Complete all fields of the RMA Form below so as to avoid any delays in the processing of your request.
3. Send your completed Return Merchandise Authorization (RMA) Form to Alucen by Email ([returns@alucen.com](mailto:returns@alucen.com)) or fax (518.690.1675) for review and approval prior to shipping to your merchandise.
4. Once you receive your approved RMA please print and sign the authorized form.
5. Send a prepaid shipment with your approved RMA Form and merchandise to Alucen. Please note that Alucen does not cover any freight charges on returns. We suggest that you use a carrier that will assign tracking numbers. Alucen is not responsible for items lost in the mail.

Institution		Contact name		Phone		Fax	
Address		City		State		Zip	
Title	Invoice #	Course name	Professor	Price per unit	Quantity returned	For internal use only	
						Quantity approved	Authorization
Signature				I confirm that I have received authorization from Alucen to return the above listed merchandise.			
Name (printed)					Date		

For internal use only			
Customer #	Date received	Approved by	Date shipment received