



Automation Control Products
RMA Department: Fax #: (678) 990-0951
 Email: rma@acpthinclient.com



Returned Merchandise Authorization Form
RMA Number: _____ (Assigned by ACP)

INSTRUCTIONS

**** Note: Entire form must be completed in order to process your Repair Return Request. ****

- All products returned to ACP must have an RMA number.
- The RMA number must appear on the shipping label or on the outside of the box.
- Include this RMA form inside the shipping box.
- Items not under warrantee will be charged to the customer below.
- IF ACP cannot repair the units on site then the units will be shipped to the manufacturer for repair, extending the turnaround time. The RMA Department will advise you of this if this occurs.

BASIC INFORMATION

RMA CONTACT PERSON		COMPANY		DATE	
TELEPHONE #	FAX #	E-MAIL			
TECHNICAL CONTACT PERSON					
TELEPHONE #	FAX #	E-MAIL			
BILL TO ADDRESS (IF OUT OF WARRANTY)			SHIP TO ADDRESS		
COMPANY NAME		COMPANY NAME			
ADDRESS		ADDRESS			
CITY	STATE	CITY	STATE		
COUNTRY	ZIP CODE	COUNTRY	ZIP CODE		
CONTACT			CONTACT		

RETURN ITEMS

	PART #	SERIAL #	DESCRIPTION OF PROBLEM
1			
2			
3			

**ACP COMMENTS ON REPAIRS
 (Leave Blank – For ACP Use Only)**

1	
2	
3	

Return Shipment to: ACP
 4080 McGinnis Ferry Road
 Suite 801
 Alpharetta, Georgia, USA, 30005
 678-990-0945
678-990-0951 Fax