RETURN MATERIAL AUTHORIZATION FORM

RMA #_____ **DATE:_____**

(Supplied by a Customer Service Representative)

A material return authorization form with RMA number must accompany all returns and repairs.
Please call our Customer Service Department at (970) 667-1000, x256 for RMA number.

➢**Return my equipment to me at:**

Name:_____
Organization:_____
Street Address:_____
City:_____ State:_____ Zip_____

➢**My daytime phone number including area code is: _____**
When your repair is returned to you, open and inspect immediately. We provide 30-day warranty on all repairs.

➢**I am returning the following part(s) for repair:**

QUANTITY	ITEM AND SERIAL NUMBER	PROBLEM
_____	_____	_____
_____	_____	_____

☐ **I would like my repair returned to me by (date): _____/_____/_____ (ASAP is not specific enough)**

☐ **I would like expedited service for an additional $75.00**

☐ **VISA** ☐ **MC #_____ Exp. Date _____**
Name of card holder:_____
☐ **Check enclosed for $ _____** ☐ **Return to me C.O.D.**
☐ **Purchase Order enclosed.** ☐ **Contact me with repair charges.**

Customer will pay return shipping. A minimum diagnostic charge will apply to all returns.
Please allow 7 to 14 days repair processing time and 5 to 7 business days for regular return shipping.
Second day or overnight shipping is available at an additional charge.

Billing Address:

Name:_____
Organization:_____
Street Address:_____
City:_____ State:_____ Zip_____

RETURN THIS FORM WITH YOUR EQUIPMENT TO:
PLEASE INCLUDE RMA # ON BOX

Colorado Time Systems
Attn: Customer Service
1551 East 11th Street
Loveland, CO 80537

All new items being returned for credit must be in the original packaging unmarked and undamaged.
All manuals, cables and accessories must be returned with this form and RMA number.
A 25% restocking fee will be charged when credit is given on returned items.

Additional information or comments: _____
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