



124 Heritage Avenue, Suite 8  
Portsmouth, NH 03801

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**Returned Material Authorization Form**

Customer: \_\_\_\_\_ Customer Number: \_\_\_\_\_

Sales Person: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expire Date: \_\_\_\_\_

**The following terms and conditions apply to all returns to Origin Micro, Inc., unless there is a written contractual agreement stating differently.**

- Items must be in new, unopened condition, unless otherwise agreed in writing.
- Items must be returned with all original packaging and accessories. Items must have a UPC or serial number label intact.
- Items valued at over \$75 must be returned to Origin Micro with a trackable shipping service. If the order is valued at \$100 or more, insure the shipment for the value of the merchandise and ship your return with a signature shipping service.
- All returned goods must be received at Origin Micro, Inc. within fifteen (15) days of RMA Date.
- If a return package doesn't arrive and you don't use a trackable method to return, we will not issue a refund.
- All RMA forms must be signed in the space below by a customer representative. This signature indicates agreement with the terms and conditions of the Origin Micro, Inc. Return Policy.

**Partial refunds/restocking fees:**

If You Return	You'll Receive
Items in original, factory sealed condition within the return window	Up to 80% of the item's price
Items in original, factory sealed condition outside the return window	Up to 50% of the item's price
Un-used opened items not in original condition, items that are damaged, missing parts or have obvious signs of use for reasons not due to an Origin Micro error	Conditional %

\*For most items the return window is 20 days from date of invoice

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

<u>Invoice#:</u>	<u>Part Number:</u>	<u>Qty:</u>	<u>Unit Price:</u>	<u>Restocking Fee:</u>	<u>Total Credit:</u>
_____	_____	_____	X \$ _____	-- _____	% = \$ _____
_____	_____	_____	X \$ _____	-- _____	% = \$ _____

**Reason for Return:** \_\_\_\_\_

**For Accounting Use Only**

Return Approved By: \_\_\_\_\_ Date: \_\_\_\_\_