



Please note this is not an authorization to return product.

An authorization will be faxed to you if approved by Steers Group.

RETURNED MATERIAL AUTHORIZATION REQUEST

FAX TO: 709-634-7914 Date: _____

Company Name: _____ Telephone #: _____

Contact Person: _____ Fax #: _____

Qty	Steers Part # /Tag #	Description / Model # /Serial #	Steers Invoice #	Product Condition*	Reason for Return

* Product Conditions: *Original* *Damaged* *Defective* *Used*

RETURN CONDITIONS	<p>A Return Material Authorization will be issued subject to the following conditions:</p> <ol style="list-style-type: none"> 1. All returns require prior approval by Steers Group Limited. 2. Requests to return an item must be received within 90 days from the invoice date. 3. RMA number is valid for 30 days only from the date of authorization. 4. Items returned must match authorization. 5. Special order, non-stock, obsolete, discontinued and clearance items and flooring cuts are considered final sales and will not be accepted for exchange or return. 6. Returned items are subject to a restocking fee of 15%. 7. Freight on returned items must be prepaid, with the RMA number clearly visible on the shipping label. 8. Returned items are subject to inspection prior to credit being issued, and may be subject to a repackaging fee of 5%, or may not be accepted if not in the condition stated at the time the return was authorized.
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