

# **RMA** Instructions

## RMA Instructions

- Step 1:
  - Complete Contact Information
- Step 2:
  - Check the "Yes" or "No" box Indicating if a Shipping Label is Needed
- Step 3:
  - Check the Corresponding Box Indicating the Type of Equipment Needing to be Sent in for Repair
  - You may choose multiple boxes

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### • Step 3:

- Enter the Quantity of the Items
  - If item has a Serial Number Please Enter One Unit per Item Line
  - If Item for Repair does not have a Serial Number (i.e. Surgical Instruments) You may list Multiple Units on Each Entry

### • Step 4:

 Enter the Manufacturer, Model Number, Serial Number, and Description of Item for Repair

#### Example:

Check the Box for Surgical Instruments, Flexible
Scope, and Fill in Accordingly

