



Office use only:

Return Merchandise Authorization (RMA) Request Form

Please fill out this form completely.

Megatop Customer Service will contact you by email to advise if your request has been authorized and provide the RMA. If we need to receive the RMA from the factory, we will update you as soon as we receive it from the manufacturer. Please email this completed form and any related photos to sales@megatop.com. For further guidance on product returns, please see our [Return Policy](#) or [Contact Us](#).

RMA #

Date Issued

Contact Information

Company Name: _____

Point of Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Point of Contact Email: _____

Point of Contact Phone: _____

Megatop Sales Order: _____ Invoice Number: _____

Product Return Information

Product Name: _____

Part #: _____ Qty: _____

Serial #: _____

Reason for Return / Repair

Defective

Other

Please provide detailed comments related to your return/repair so we can complete your request. The more detailed the information you provide, the faster we will be able to process your request. Missing information can delay processing of your RMA.

Detailed Description of Defect:

Additional Explanation or Comments:

Troubleshooting Steps Taken: