



# RETURN MATERIAL AUTHORISATION REQUEST

Once authorised please return goods to: PC Outlet Ltd  
 Meanwood Buildings  
 277a Meanwood Road  
 Leeds LS7 2JD

Tel: 0871 2300 950  
 Fax: 0871 2300 945  
[returns@thepcOutlet.co.uk](mailto:returns@thepcOutlet.co.uk)

<http://www.thepcOutlet.co.uk>

COMPANY NAME		DATE	PRINT NAME	CUSTOMER SIGNATURE
TELEPHONE		FAX	E-MAIL	

Please note: An RMA Number will only be issued on a fully completed Returns Material Authorisation Request Sheet.

STOCK CODE	PRODUCT DESCRIPTION	SERIAL NUMBER	DETAILED FAULT DESCRIPTION	INVOICE No	C = CREDIT R = REPLACE A = ADVANCE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### PLEASE READ THE FOLLOWING TERMS AND CONDITIONS FOR RETURNING GOODS

- All parts of this form must be completed
- RMA Numbers must be clearly visible on outer packaging when returning goods.
- This form must be included with goods when returning defective items.
- All products must be returned using sufficient packaging, otherwise your goods may be rejected or voided.
- Your RMA Number will be valid for **14 days** only.
- All Fault Descriptions must be detailed and comprehensive. e.g. DEAD is not an appropriate Fault Description
- All memory returned as faulty must also include the motherboard model with which the fault occurs.
- Any discrepancies with your order, must be reported within **48 hours** of purchase.
- Credits will only be given where goods are fully complete. (Drivers, Packaging, Cables and Accessories)
- Items damaged or defaced in any way, will jeopardise the RMA validation e.g. Broken Connectors, removed serial numbers, physical damage etc.
- You should receive an RMA number, within 24 hours of your request.