



**DESIGNCOM**  
TECHNOLOGIES

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## Return Material Authorisation (RMA) for Credit Form

This is an internal requisition form, not to be used as a Vendor Purchase order

RMA Number

Office Use Only

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| A |  |  |  |  |  |  |
|---|--|--|--|--|--|--|

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Invoice No.: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

SA No.: \_\_\_\_\_

Reason for Credit:

Incorrectly Ordered       Incorrectly Goods Supplied

Incorrect Price       Other \_\_\_\_\_

|   | QTY | Product Code | Serial No. | Condition | Remarks | Invoice Amount      | Credit Amount |
|---|-----|--------------|------------|-----------|---------|---------------------|---------------|
| 1 |     |              |            |           |         |                     |               |
| 2 |     |              |            |           |         |                     |               |
| 3 |     |              |            |           |         |                     |               |
| 4 |     |              |            |           |         |                     |               |
|   |     |              |            |           |         | Less Restocking Fee |               |
|   |     |              |            |           |         | Total               |               |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read your terms and conditions and I understand and accept all conditions outlined

**NO AUTHORISATION WILL BE ISSUED  
WITHOUT A SIGNATURE AND NAME PRINTED**

Term and conditions for credit can be obtained from the website [www.deigncom.com.au](http://www.deigncom.com.au) or a copy can be faxed to you. Please call 03 9873 8677 for more details

**Office Use Only**

Credit Request Approved by: \_\_\_\_\_ Date: \_\_\_\_\_