SourceTechnologies®

Return Material For Credit Request Form

Return From:

Company Name:

Contact Name:

Address 1:

Address 2:

City: State: Zip Code:

Contact Phone:

Contact Email:

Return Product To:
Source Technologies
Attn: (RMC number provided to you)
11401-A Granite Street
Charlotte, NC 28273
800-922-8501 Option 1, Option 3
RMC@sourcetech.com

Request Date:

ST Support Case Number:

** You must fill out all red required fields for your RMC request to be processed. Requests with blank required fields will not be accepted.**

Vendor Part Number	Product Serial Number	PO/Invoice Number	Reason For Return (Error Codes, Print Quality Issue, Etc.)

Additional Notes:

Return information and requirements:
All returned materials must be in its original box and packing material and include all accessory items such as manuals, CDs, power cables, data cables, paper work, etc. Source Technologies is not responsible for any items that are not shipped in the original packing material or that are damaged or lost in transit.

Defective toner cartridge and imaging unit returns for print quality problems should include print samples printed on your paper stock.
Please do not use the return shipping label included in the toner or imaging unit box. This is for recycling purposes only.
Credit <u>cannot be issued</u> for toners or imaging units sent to the recycling center.

Products returned due to customer ordering errors or for stock balance will receive a 15% restocking fee.
RMC requests are valid for 30 days.