



## Return Merchandise Authorization (RMA) Request Form

- Contact Longino or refer to Longino web site [longinodist.com](http://longinodist.com) for complete Warranty and RMA Policies.
- Before** returning any Product, you must receive an RMA # or your Product will NOT be accepted and may be returned to you at your expense.
- If you are making a warranty claim you must provide the invoice # and date information if purchased from Longino Distributing.
- Request an RMA # by completing and submitting this form by email to [tonya@longinodist.com](mailto:tonya@longinodist.com), or by fax to 800-999-1475.
- For assistance, have your original invoice available and call Longino Distributing at 800-633-6224.
- Longino will advise you the Authorized RMA# by phone, fax or email. Indicate your preferred Longino notification method below.
- After obtaining your Authorized RMA#, verify return product's serial #, insert copy of RMA Request Form or Notification in or on shipping container and properly package product. RMA # is valid for fifteen (15) days from Issue Date.
- Clearly mark the Authorized RMA # on all shipping labels. Warranty repairs are returned UPS Ground at Longino Distributing's expense. Non-warranty repairs are returned at your expense. Product will be returned to the Return Address listed below.
- Ship product within fifteen (15) days of RMA # Issue Date freight pre-paid to:  
Longino Distributing, 444 Drake St, Statesville, North Carolina RMA #:

**How do you wish to receive your Authorized RMA # notification?** [ ] Phone, [ ] Fax, [ ] email

Date	/ /	Acct #	Contact Name
Company Name			Phone
Return Address			Fax
City/State/Zip			Email

Item	Qty	Model#/Part#	Serial #/Description	Invoice # & Invoice Date, or Copy of Auth. Distributor Invoice (required for warranty & returns)
1				/ /
2				/ /
3				/ /
4				/ /
5				/ /
6				/ /
7				/ /

Item	Brief Description of Problem or Reason for Return per Line Item Above
1	
2	
3	
4	
5	
6	
7	

FOR LONGINO USE ONLY	
Request Rec'd Date	
Authorized RMA #	
RMA Issue Date	
Issued By	
Reqst By / Apprv By	/

Comments:

- Print a Copy For Your Records
- Click Submit (Once) to send electronically to Longino Distributing →