

**PENN STATE CONSULTANTS, INC.**

56 Artisan Way, Unit #7, Smyrna, DE 19977

Toll Free: (877) LEVELS6 or (877) 538-3576 or (302) 659-3940 • Fax: (302) 449-3315

www.surveyorsmart.com • Email: sales@surveyorsmart.com or surveyorsales@live.com



**RETURN AUTHORIZATION FORM**

Please complete this form and fax it back to Penn State Consultants, Inc./Surveyors Mart at 302-449-3315 or 801-848-6565 within 24 hours of receipt of merchandise.

A Return Authorization Number (RA Number) will be issued by us, and we will call you with your RA Number within 48 hours. After you receive the RA Number, you may return the item(s) along with a copy of this completed Return Authorization Form to our Delaware facility. Please make sure you indicate the RA Number on the outside of your shipping box. Any package returned to us should be shipped via insured carrier, and a tracking number/delivery confirmation should be obtained from the carrier. We are not responsible for lost or damaged items for returned packages.

**All products should be returned undamaged, in the manufacturer's original box(es) and packaging, and with all accessories, manuals, instruction booklets and warranty cards. No refunds will be issued for items that have obviously been used.**

**RA Number:**

**Customer Information:**

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Returned Item Information:**

Item Type/Make/Model: \_\_\_\_\_

Description: \_\_\_\_\_

Item No.: \_\_\_\_\_

Serial No.: \_\_\_\_\_

Total Value: \_\_\_\_\_

**Reason for Return / Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Requested:**      Replacement \_\_\_\_\_      Refund \_\_\_\_\_

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

**Customer Signature:** \_\_\_\_\_

**To be completed by Penn State Consultants, Inc./Surveyors Mart**

**Customer No:** \_\_\_\_\_

**Account No:** \_\_\_\_\_

**Purchase Order No.:** \_\_\_\_\_

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