

Replacement Policy:

Products purchased through GHS and under warranty* may be returned for replacement by following these steps:

1. Contact GHS' Customer Service at RMA@globalhardwaresolutions.com to obtain an RMA number.
2. Fill out the Return Material Authorization Form in its entirety place the RMA Form in the box with the item(s) being returned.
3. Return the authorized item(s) per shipping instructions.
4. Our Replacement Department will process your request.

!!!RMA forms can be obtained RMA must be returned within by: 7 days after receiving the RMA

Nr. <http://www.globalhardwaresolutions.com/RMA>



Return Material Authorization (RMA) Form

Company: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____ Mobile: _____

RMA No: _____ Date Issued: _____

(Obtained from GHS' Customer Service)

*Under Warranty (Must provide original invoice number and date in order to verify warranty coverage). *The item(s) must be returned within 7 days after acceptance of the RMA

Qty	Part Number	Description	Reason for Return	Serial #	Invoice Number	Order Date

Shipping Instructions:

1. The bottom of the original packing slip contains GHS' returns address. Use this portion of the form to affix to the box(s).
2. Be sure to obtain an RMA number and clearly mark the outside of the box(s) with this number.
3. Ship only the items that are authorized.
4. Ship returned items to:
GHS B.V.
ATT: RMA Dept. 2031 BK
Waarderveldweg 91
Haarlem, the Netherlands

Shipments received by GHS without an RMA number will be refused.

Sample Address Label with RMA number

John Smith	RMA#:	123456
XYZ Corporation	GHS	B.V.
123 Main Street	ATT:	RMA
		Dept.
		BK
	2031	Waarderveldweg
	91	
	Haarlem	,
	the	Netherlands

Use this space for additional Comments:

Customer Signature: _____ Date: _____

Return Approval: _____ Date: _____