

# **RETURN MATERIAL AUTHORIZATION (RMA) REQUEST FORM**

RMA# RMA Valid Until

RMA Authorization Date

Do not fill out, for Videology employees only

## **Part A - Customer Return Address**

Address Line1 Full Name Company Address Line2 Phone State/ Province / Region Fax ZIP / Postal Code Email Country Reference

## Part B - Ship Returns to Videology Headquarters Location

Videology Industrial-Grade Cameras 35 Hampden Road Mansfield, MA 02048 | United States

#### Part C - Items Returning: Please state what items you will be returning and describe the RMA reason Item / Model# Serial / Lot # **Description of RMA**

**QTY** 

Request for repair (non-warranty) Product failure Loan / evaluation sample

Other

Request for repair (non-warranty)

Product failure

Loan / evaluation sample

Other

Request for repair (non-warranty)

Product failure

Loan / evaluation sample

Other

Request for repair (non-warranty)

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#### **RETURN MATERIAL AUTHORIZATION (RMA) POLICY**

- All products must have an approved RMA# acquired from Videology prior to return.
- Any product returned without an approved RMA# will be refused at time of receipt.
- · All products must be listed separately with complete serial number and specific description of problem on Videology's RMA Request Form.
- Authorized RMA will be issued for Exact Quantity and Item listed.
- Processing Fee will be charged for any quantity/product added after issue of Authorized RMA. If an additional quantity/product is returned, we require a new form.
- Units must be in original state and packaging or charges may be applicable unit must include original Videology box, inside packaging material, cables, connectors, manuals, etc.
- · Shipping Charges:
  - o Customer is responsible for shipping to Videology.
  - Videology is responsible for shipping to customer.
  - o If another method of shipment is requested charges will be paid by customer.
- · Authorized RMA# and Videology model # must be referenced on all paperwork, correspondence, and shipping label.
- Please include a copy of the authorized RMA inside box.

For more information regarding Videology's Warranty & Service Policy, please refer to Videology Terms and Conditions of Sale document.

## **Part D - Email Completed Form**

Videology Customer Support Team will review your request and contact you within 24-48 hours. RMA authorization is valid for **10 business days**.

Please submit this form to Videology via email:

support@videologyinc.com

## Part E - RMA Approval (To be completed by a Videology employee only)

RMA Issued By RMA# RMA Authorization Date RMA Valid Until

RMA File Attached? Signature

Yes No

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