# Return Merchandise Authorization (RMA) Form

*Purpose: This form is used to authorize and document the return of merchandise to the supplier or vendor, and helps in tracking the process, approving the return, and ensuring all required information is submitted properly.*

## RMA Information

**RMA Number:** {rmaNumber}

**Date Issued:** {dateIssued}

**Authorized By:** {authorizedBy}

## Customer Details

**Customer Name:** {customerName}

**Company:** {company}

**Phone:** {phone}

**Email:** {email}

**Address:** {address}

## Return Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item SKU** | **Description** | **Quantity** | **Reason for Return** | **Condition** |
| {#returnItems}{sku} | {description} | {quantity} | {reason} | {condition}{/returnItems} |

## Return Method

**Shipping Carrier:** {shippingCarrier}

**Tracking Number:** {trackingNumber}

**Return Authorization Expiry Date:** {expiryDate}

## Resolution Requested

{#resolutions}

* {resolutionOption}

{/resolutions}

## Vendor Approval

{#vendorApproved}**Status:** Approved{/vendorApproved}

{^vendorApproved}**Status:** Not Approved{/vendorApproved}

**Approved By:** {approvedBy}

**Approval Date:** {approvalDate}

**Notes:** {notes}

## Attachments

{#attachments}

* *{fileName}* - {description}

{/attachments}

Please ensure all fields are completed before submission. Incomplete forms may cause delays in processing the return.