




Fax Request to: (404) 745-0079
 Email Request to: customerservice@ewmfg.com
 Attn: Customer Service
 Phone: (404) 252-9441 ext. 100

RETURN MATERIAL REQUEST FORM

CUSTOMER INFORMATION		
*Company Name:		Customer Reference Number:
*Company Address:		*RMA Contact Name:
*Phone #:	Fax #:	*Email:
*Date RMA Requested:		
*Product Part Number:		
*Customer Purchase Order Number:		
*Quantity Rejected:		
*PROBLEM/DEFECT DESCRIPTION (MOTOR PRODUCTS ONLY):		
<input type="checkbox"/> Burned Up <input type="checkbox"/> Bad Windings <input type="checkbox"/> Shorted <input type="checkbox"/> Locked Up <input type="checkbox"/> Bad Bearings <input type="checkbox"/> Overheating	<input type="checkbox"/> Over Shipped: <input type="checkbox"/> Other:	
*PROBLEM/DEFECT DESCRIPTION (ALL OTHER PRODUCTS):		
<input type="checkbox"/> Cosmetic Defects <input type="checkbox"/> Damaged Part <input type="checkbox"/> Functional Defect <input type="checkbox"/> Incorrect Quantity <input type="checkbox"/> Material Defect <input type="checkbox"/> Missing Documentation <input type="checkbox"/> Packaging Defect <input type="checkbox"/> Part Dimensions Not to Print <input type="checkbox"/> Shipping Damage <input type="checkbox"/> Warranty Expire <input type="checkbox"/> Over Shipped:	<input type="checkbox"/> Other:	
*Product Serial Number: See Below		
Starting January 2011, a new barcode label was added to the motor for more effective tracking. Please write the serial number and attach the label in the space provided:		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">  </div>		

For motors produced prior to January 2011 please attach the entire motor label in the space provided below:

* All required fields must be filled out in order to submit Return Request Form

* Please return the RMA parts to the following address:

East West Mfg.
1950 Sarasota Business Park
Conyers, GA 30013

Contact: Marshall
404-513-1517

Below is for EW MFG Use Only:

EW MFG RMA Charge Approvals

Project: _____

VP or Director of Engineering: _____ Date: _____

CFO: _____ Date: _____

VP of Sales or CEO: _____ Date: _____

CSR: _____ Date: _____

Guidelines:

\$0 - \$999 will require approval from VP or director of Engineering.

\$1000-\$4999 will require approvals from VP or director of Engineering and CFO.

Over \$5000 will require approvals from VP or director of Engineering, CFO, and VP of sales or CEO.