

**Return Merchandise Authorisation  
(RMA) Form**



- **Please fill out all details in order to ensure timely processing.**
- **When shipping internationally please ship as a repair with zero cost.**

Sender details	
Date	
Company / Organisation	
Contact person	
Contact details (address, phone)	
Email	
Billing details	
Purchase order for repair	

Item details	
Item make and model	
Item serial number	
Accessories included (i.e. electrodes/cables including lot or serial numbers)	
Purchase date of instrument	
Item fault description (as much relevant information as possible)	
Additional information (replacement accessories or calibration request, urgency or return shipping details)	

Declaration item is cleaned of Hazardous Substances	
Has the instrument been in contact with any hazardous substances (chemical or biological)? If YES, please specify what substance and how the instrument was cleaned before sending. Costs will apply if item(s) are contaminated.	
<b>Signed:</b>	<b>Title:</b>

Please send all goods with a completed copy of this form to:

Envco  
94 Newton Road  
Eden Terrace  
Auckland 1010  
Attn: Service 307 3285

You can also email a copy of this form to: [service@envcoglobal.com](mailto:service@envcoglobal.com)

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