

## Returnform

### To be completed by customer

#### 1. Customer information

Company name

Address No.

Postal code City

Phone number

Order number

Invoice number\*\*

Date of delivery

#### 2. Product information

Qty	Art.No.	Description	Reason for return	Price
-----	---------	-------------	-------------------	-------

#### 3. Comment(s)

#### 4. Date and confirmation

Date

Sign

### To be completed by Keylight employee

#### 1. RMA Informatie

RMA number

Received by

Date received

Handling by

Please enter the status of the items below as completely as possible in order to ensure that the goods to be returned are handled as correctly as possible.

#### 2. Status product(s)

Pack.	Tech.	Outside	Rep.	Test	Ass.	War.	Return	Cred.
-------	-------	---------	------	------	------	------	--------	-------

#### 3. Comment(s)

#### 4. Test information

Date

Comment / Agreement  
warehouse

Agreement financial dept.

**Pay attention! Clearly mention the reason for return. Return this RMA form to [rma@key-light.nl](mailto:rma@key-light.nl) by email.**

#### Terms of return shipping

If you have filled in and send this return request to [rma@key-light.nl](mailto:rma@key-light.nl), you will receive a return confirmation / RMA number. A copy of the RMA must be sent with the goods you wish to return and the RMA must be clearly stated on the packaging. Returns are at your own expense and risk. A return ticket without RMA will not be processed!

#### Terms of goods

The goods to be returned must be returned without damage and in original / undamaged / undefined packaging. Products can be returned within 4 weeks. In case products are returned after 4 weeks we hold the right to charge 30% returncosts. After 3 months products can no longer be returned. In the event that you wish to return custom-made or assembled products, 30% will be withheld from any credit after approval of the returns.

#### Cost and return shipping

If the goods do not meet our return requirements, we reserve the right to make a different credit note or at all no credit note to be added. We also reserve the right to charge 30% of the invoiced price, as a return fee, in accordance with our delivery terms. Products can be returned within 4 weeks. If products are returned after 4 weeks we can charge you.



# **Keylight International**

t.a.v. Retouren  
Pelenerf 14  
3861 PR Nijkerk  
The Netherlands

RMA No.

Fill in the RMA number which you have received by email from one of our sales representatives

