



Ship Returns To:  
Innovators West  
Attn: Returns  
2816 Centennial Road  
Salina, KS 67401

## Innovators West Return Merchandise Authorization (RMA) Form

**Please fill out this form completely.** Customer service can be reached at sales@innovatorswest.com or 785-825-6166 between 8am to 5pm CST Monday-Friday.

Please include this completed form and a copy of your Innovators West invoice (if available) inside the box with your product. Once received, we will contact you at the phone number or email listed to go over the services requested, billing and shipping details.

**NOTE: When shipping a damper back in for service, if sending any bolts or hardware back, make sure the hardware is securely wrapped and ensure that the hardware can not contact the damper. Damage to damper can and will occur if not wrapped securely.**

### Contact Information

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

### Product Return Information

Product Name or Part # \_\_\_\_\_  
Reason for return  Service/Repair/Inspection  
 Exchange  
 Return

**Please provide detailed comments related to your return so we can complete your request. Missing information can delay processing of your RMA.**

#### For Office Use:

SFI Number \_\_\_\_\_ Build Date \_\_\_\_\_