

TBS, Inc.

RMA FORM

<http://www.trubusinessolutions.com> Tech Support Dept.

**14903 Opera House Row
Cypress, TX 77429**

**Tel: (888) 297-7173
Fax: (832) 220-3468**

To return an item, please follow these steps:

1. Locate your invoice (either hard copy or e-mail) and find your invoice number.
2. Call Technical / RMA Department at 888-297-7173 and discuss your situation with the technician.
3. If the technician decides that you need to return the product, an RMA number will be issued to you.
4. List the item(s) that you are returning. **Please include each item's serial number!**

1) _____ S/N: _____
2) _____ S/N: _____

5. Describe the problem with the product you wish to return.

6. The return package should contain:

- The product with all accessories that came with it; including manuals, warranty cards (if not used), cables, drivers, cd-roms, diskettes, etc.
- A copy of your invoice.
- Return form (this page), completed and signed. **Please keep the original Invoice and Terms and Conditions page for future reference.**

7. If your shipping address, telephone number or email has changed from that on the invoice, please fill in below:

COMPANY: _____
NAME/ATTN: _____
STREET: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ EMAIL: _____

REMINDER:

We reserve the right to return unauthorized items to sender.

Items without RMA number and signature will be rejected.

By signing this return form and returning the products, I signify that I have read, understood, and accepted all terms and conditions of TBC Inc's ordering and return policies. This information can be found on the back of my invoice or on enclosed documents. If I do not understand these terms and conditions, or if I did not receive the proper documentation, I will contact TBS Inc at **(888)297-7173** or visit their website at <http://www.trubusinessolutions.com> *before signing this document or returning any products.*

Signature: _____ Date: _____

SHIP TO:

**TBS Inc, ATTN: TECHNICAL / RMA DEPARTMENT
14903 Opera House Row dr
Cypress, TX 77429**

RMA NUMBER: _____

Please fold this form so that the "SHIP TO:" address can be clearly. You may tape the folded paper on the return package and use it as a Return Address Label.

IMPORTANT: Remember to write your RMA number below the Return Address and sign in the space provided.