

# PLCS Request for Return Material Authorization (RMA)

## Return Process:

1. Complete this product return form online (below) or [EMAIL](#) via PDF.
2. PLCS will review the form and issue an RMA#.
3. Customer ships product to PLCS. Include RMA# and form inside the package.
4. The product is received and evaluated by PLCS.
5. PLCS provides a repair/replacement estimate or issues credit.
6. The product is shipped back to the customer.

## Return Address:

PLCS, LLC  
102 Gaither Drive, Unit 1  
Mount Laurel, NJ 08054  
Attention: RMA# \_\_\_\_\_

(856) 722-1333 | [info@plcsusa.com](mailto:info@plcsusa.com)

## Return/Exchange Policy

- All returned products are subject to a minimum 20% re-stocking charge. PLCS only accepts products in new and saleable condition. If the product is damaged or not in original packaging, a higher re-stocking charge may be applied.
- Authorized product returns must occur within six months of the Invoiced date.
- Damaged/Incomplete order claims must occur within seven days from the date of delivery. Otherwise, PLCS will not accept.
- The customer is responsible for all shipping charges for the item returned for refund or exchange unless prior authorization from PLCS.
- All returned products must have a Return Material Authorization (RMA) number assigned by PLCS.
- For products that require service or repair, PLCS will submit a quotation after the initial evaluation. The customer must authorize before the work begins.

**Date**



Month Day Year

**Purchase Order Number**

**Email**

[example@example.com](mailto:example@example.com)

**Company Name**

**Name**

**Phone Number**

**Return Reason**

**RMA #**

Issued by PLCS

**Address**

Street Address

City State / Province

Postal / Zip Code

**Product(s) Return**

Qty.	Part#	Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**Notes**