



## Return for Repair Form

Please **PRINT** and **COMPLETE** this form.

The Return for Repair Form is only to be used for products that require repairs (not return for credit). Once the RMA is quoted, you must respond within 30 days with a PO or the RMA will be returned COD (unrepaired).

NOTE: To ensure that RMAs are handled in the timeliest manner possible, Otis Instruments requires that this RMA form be filled out in its entirety and placed in the box when shipped. RMAs containing no form (or a partially completed form) will be returned COD (unrepaired).

**NOTE: BATTERIES SHIPPED TO THE OTIS INSTRUMENTS REPAIRS DEPARTMENT WILL NOT BE RETURNED TO THE SENDER.**

**Please ship all products for repair to the following address:**

OTIS Instruments / Repairs  
301 South Texas Ave.  
Bryan, TX 77803

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**Company Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Ship To / Return Address:** \_\_\_\_\_

**Office Contact Name:** \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_

**Office Phone Number:** \_\_\_\_\_

**Secondary Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Secondary Email:** \_\_\_\_\_

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Item	Part and Serial Number	Qty.	Issue Description
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Once the RMA is received at our main office, an actual RMA# will be generated and an email will be sent to the email address listed above for tracking and progress purposes.

**THE ENTIRE ASSEMBLY MUST BE RETURNED FOR REPAIR (AS ORIGINALLY SHIPPED FROM THE MANUFACTURER).**

**WHEN RETURNING SENSOR ASSEMBLIES, PLEASE REMOVE THE ANTENNA, RAINGUARD, AND BATTERY BEFORE SHIPPING.**