

# Return Merchandise Authorization Form



Email form to: [Alchemist@TeamAlchemist.com](mailto:Alchemist@TeamAlchemist.com)

Attention: Jeff Wu  
 Phone: 303-667-1260  
[teamalchemist.com](http://teamalchemist.com)

RMA Steps: 1. Fill out this form 2. Print and include with returned good(s) or Email per above

<b>For Office Use Only</b>	Customer Name:
	Account Number (if applicable):
RMA Number:	Ship To Address:
Date RMA Issued:	City: State: Zip Code:
Processed By:	Requested By:
Item Returned: Yes / No	Email:
Date Received:	Phone:

Quantity	Size	Description	PO Number	Serial Number (if applicable)	Reason Code	Credit, Replace or Repair?

Return Reason Codes	Comments / Special Instructions
Record appropriate number in the "Reason Code" column above.  1. Wrong quantity received 2. Wrong merchandise received 3. Damaged in shipping 4. Duplicate order 5. Product defective 6. Customer not satisfied 7. Incorrect item ordered 8. Incorrect quantity ordered 9. Other	

If items need to be returned, please ship to the address below:  <p style="text-align: center;"><b>ALCHEMIST</b>                  Attn: Jeff Wu  <b>Drop off or USPS:</b> 3300 Arapahoe Ave., Suite 201. Boulder, Colorado 80303  <b>UPS or Fed Ex:</b> 4845 Lee Circle. Boulder, Colorado 80303</p>	<b>For Office Use Only</b>  Credit Issued: Yes / No Credit Amount: Transaction Number: Date Issued: Issued By: Comments:
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