



Palomar Products, Inc.
 23042 Arroyo Vista
 Rancho Santa Margarita, CA 92688
 Tel: (949) 766-5358
 www.palpro.com

RETURN MATERIAL AUTHORIZATION (RMA) REQUEST FORM
INTERNATIONAL

Date:	/ /
Company Name:	
Company Address (include country):	
Contact Name:	
Contact Phone No.:	
Contact Email Address:	

RMA No. (issued by PPI)	Part No.	Serial No.	PO/Contract No.	*Reason for Return Code	Country Item Shipped From	Temporary Import License No.	Value of Shipment	USML ITAR/CCL EAR No. (issued by PPI)	HTSUS NO. (issued by PPI)	Country of Origin (issued by PPI)
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***Reason Codes for Returns:**
 R - Out of Warranty Repair

W - Warranty Repair
 U - Upgrade/Retrofit/Modification

L- Loaner (Customer Furnished Equipment)

1. All returns must have the Return Material Authorization Number (RMA No.) printed on the shipping label.
2. You must provide Palomar with an Advanced Shipping Notice (ASN). The ASN must contain the Invoice number, value of shipment, tracking number, total number of cartons and date of shipment.
3. The commercial invoice/packing list must contain the accurate description of items being shipped, full invoice value of shipment in USD, quantity, serial number (if applicable) and the following statements: "This shipment is being imported into the United States in accordance with and under the authority of [specify exemption type and regulation].", country of origin and the Value statement: "Value is for customs purposes only."
4. All returns must have applicable Jurisdiction and Classification information, the applicable Destination Control Statement, and a Customs and Border Protection (CBP) Entry Document / Number (i.e. Form CF 7501, 3461, 7512, 7523, 3311, etc.), International Traffic in Arms Regulations (ITAR) Temporary Import License Exemption No. (as applicable), Export Administration Regulations (EAR) Temporary Import License Exception No. (as applicable), the ITAR or EAR Export Control Statement. All return

documentation must have the customer's name and address (it cannot have Palomar's name or address as the Consignee or Ultimate Consignee).

5. Incoterms must be Free Carrier (FCA) for international shipments and ExWorks (EXW) for domestic shipments (unless otherwise mutually agreed to in the approved contract/PO).
6. Return Material Authorization Numbers are only valid for 30 (thirty) days.
7. **Any returns not meeting the above conditions will be returned to the customer without action.**
8. When the repair has been completed and a FFPP is submitted to the customer for approval, a Change Order authorizing the repair costs must be received within **30 days** or the FFPP will no longer be valid and a **2% storage fee** will be added monthly until the repair costs have been approved.
9. Please return the completed form to scott.su@palpro.com or liz.herrera@palpro.com at Palomar Products, Inc.

Note: Palomar Trade Compliance will assess for any applicable license requirements; and notify you with any terms and conditions associated to it.

Reviewed by Trade Compliance Manager _____