

## RMA Request Form

**RMA #:** \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_

Order #	QTY	Product	Date of purchase	Reason for Return

**REFUND POLICY**

**Within 30 days of order:** 100% refund upon receipt of return, unless otherwise instructed by Huafone.

**31-90 days from order:** Less 15% refund upon receipt of return, unless otherwise instructed by Huafone.

**91-180 days from order:** Less 25% refund upon receipt of return, unless otherwise instructed by Huafone.

No refunds will be issued beyond the 180 period.

All refunds will be credited back to the original payment method.

Please contact us first at (800) 886-5602 Ext. #2 to obtain the return authorization and Return Material Authorization (RMA) number. Please complete and print the RMA Request Form that can be downloaded at [www.huafone.com/rma](http://www.huafone.com/rma), include the form in your return package.

Once we receive your item, we will inspect it and notify you the status of your refund after inspecting the item.

PLEASE INCLUDE THE RMA REQUEST FORM FOR FASTER SERVICE.

If your returned is approved, we will initiate the refund to the original credit card or your original mode of payment. You will receive the credit per your card issuer's policies.