



# Return Material for Credit Request Form

**Return From:**


**Return To:**

Source Technologies  
4205-B Westinghouse Commons Drive  
Charlotte, NC 28273  
704-969-7500

**Email Request to:**

RMC@SourceTech.com

*Vendor Part Number	*Product Serial Number	Product Cost	PO/Invoice Number	Reason for Return

**Return information and Requirements:**

**\* You Must Fill Out Red Required Fields To Process A Request. Requests With Blank Required Fields Will Not Be Accepted.**

Products returned for stock balance will receive a 15% restocking fee.  
All returned materials must be in its original box and packing material. Include all accessory items such as manuals, diskettes, CDs, power cables, data cables, etc.  
Defective toner cartridge and imaging unit returns for print quality problems should include print samples printed on your paper stock.

**Please do not use the shipping label in the toner box. This is for recycling purposes only.  
Credit cannot be issued for toners or imaging units sent to the recycling center.**

Source Technologies is not responsible for any items that are not shipped in the original packing material or that are damaged or lost in transit.

**RMC Requests are valid for 30 days.**