

**Replacement/Return Policy:**

Products purchased through MHT and under warranty\* may be returned for replacement by following these steps:

1. Contact MHT customer service at [returns@mhtlighting.com](mailto:returns@mhtlighting.com) to obtain an RMA number and RMA Form.
2. Once RMA #/form is given, fill out the form in its entirety.
3. Send one copy to [returns@mhtlighting.com](mailto:returns@mhtlighting.com) and another copy place in the box with the item (s) being returned.
4. Return the authorized item(s) per shipping instructions.

Note: Please follow each of these steps to avoid delays. An active invoice will be created until defective fixture is returned and tested.



**Return Material Authorization (RMA) Form**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

RMA No: \_\_\_\_\_ Date Issued: \_\_\_\_\_

\*\*\*\*\*RMA EXPIRES 30 DAYS FROM ISSUE DATE\*\*\*\*\*

\*Under Warranty (Must provide original order and date in order to verify warranty coverage)

Qty	Part Number	Description	Reason for Return	Serial Number	Order Number	Order Date

**Shipping Instructions:**

1. The original packing slip contains MHT's return address. Use this address
2. Be sure to obtain an RMA number and clearly mark the outside of the box(s) with this number.
3. Ship only the items that are authorized.
4. Ship returned items to:

MHT Lighting, Inc.  
1961 Richmond Terr.  
Staten Island, NY 10302  
Attn: Returns

**Sample Address Label with RMA Number**

John Smith XYZ Corporation 123 Main St.	RMA #: 123456  MHT Lighting Attn: Returns 1961 Richmond Terrace Staten Island, NY 10302
---	--

**Ship To address for replacement:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return Approval: \_\_\_\_\_ Date: \_\_\_\_\_