

Retrofit Policy/Procedure:

Please follow the below steps when submitting a fixture to retrofit. Following this procedure will allow MHT to efficiently process your retrofit assembly as well as assess the warranty that will be offered:

1. Contact MHT customer service at retrofit@mhtlighting.com to obtain an RFA Form and number.
2. Once RFA #/form is given, fill out the form in its entirety.
3. Send the fixture and the form to the address shown below.

MHT Lighting, Inc.
1961 Richmond Terrace.
Staten Island, NY 10302
Attn: Retrofit



Retrofit Fixture Assembly (RFA) Form

Company: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone: _____ Fedex #: _____

RFA No: _____ Date Issued: _____

Please Note: Freight charges will apply on shipping to and from MHT. A labor charge of \$125 per hour will be charged to customer. If a minimum order of 50 kits is placed, both labor and freight charge will be credited.

Special Instructions:

Sample Address Label with RFA Number

John Smith
XYZ Corporation
123 Main St.

RFA # 1234

MHT Lighting
Attn: Retrofit
1961 Richmond Terrace
Staten Island, NY 10302

Ship To address to return fixture:

Customer Signature: _____ Date: _____

Return Approval: _____ Date: _____



RETROFIT FORM

Project Name:

Fixture Application Information:

Fixture Manufacturer _____ Model # _____

Lamp Type _____ Lamp Wattage _____ Voltage _____

Operational Burn Hours _____ Operating Ambient Temp: Min _____ Max _____

Proposed Induction Lighting System:

Number of Fixtures: _____

Dimming (if applicable) _____ % Step-Dim

Proposed Wattage _____

Options: (Check all that apply)

_____ Step-Down Transformer

_____ Occupancy Sensor

_____ Photocell Receptacle

_____ Photocell