

PTG RMA FORM

RETURN INSTRUCTIONS:

- 1. FORM:** Completely fill out the Return Merchandise Authorization (RMA) form. Incomplete RMA forms will be refused.
- 2. FAX:** Fax the RMA form with a copy of a purchase invoice to 703-286-7808. An RMA number will be issued within 24 hours and is valid for 15 days.
- 3. PACK:** To avoid damages, please ship the product(s) with the original packaging materials. Sceptre will NOT be responsible for any damages or lost items.
- 4. SHIP:** Clearly print the RMA number on the outside of the shipping package and ship it to:
P Touch& P Guard Inc. 3328 Webley Ct. Annandale, VA 22003 USA
We advised you to insure your shipping to cover for any damages during shipping!
- 5. Returned for Credit:** Product(s) must be complete, in original packaging, and in resalable condition. Charges will be levied on any damages or incomplete packaging accordingly.
- 6. Out of Warranty Unit:** Please indicate payment method and sign the RMA form.

CHECK: Please mail cashier's check or money order to the above address, attention to RMA Dept. and write the RMA# on the check or the envelope as a reference number.

CREDIT CARD: Please carefully complete credit card information.

OUT OF WARRANTY SERVICE CHARGES

Diagnostics	US\$
Shipping	US \$
Part(s)	Estimate

The RMA number is only valid for 15 days and must be clearly displayed on the outside of the shipping package. If the RMA form is incomplete or the return shipment does not have an RMA number clearly visible on the outside of the shipping label, the product will be refused and returned at the customer's expense. **All products are considered as one package and will be shipped via UPS ground.*