

RMA Paperwork Requirements

A clear and comprehensive Shipping Invoice / Packing List should be provided with every consignment delivered to MCM.

Your organisation may already have a standard template; in which case, please use it. Whatever format of document you choose, please include all the following requested information.

If your project requires special / unique reference numbers, then please also include these with clear marking and explanation.

Note that incomplete information may lead to delays in processing your return, especially for goods shipped from outside the UK and where customs import processes must be followed.

LOGO

The document should include your company logo / branding.

NOTE 1

Provide your full company name.

NOTE 2

Provide your company address (this is the required delivery address, which may be different to PO invoice address).

NOTE 3

Provide your full name. If you are not the primary contact, then enter primary contact name.

NOTE 4

Provide the telephone number of the primary contact.

NOTE 5

Provide the email address of the primary contact.

NOTE 6

Provide your unique proforma shipping invoice / packing list reference number.

NOTE 7

The document should contain the current date (the date of issue of the document).

NOTE 8

Provide the name of the courier that you are using (e.g. UPS, DHL, FedEx etc).

NOTE 9

Provide your courier account number against which the consignment will be shipped.

NOTE 10

Provide the unique courier tracking number for the consignment.

NOTE 11

Provide your VAT / tax ID number.

NOTE 12

Provide your unique MCM RMA number. Note that the RMA return form must be completed before the RMA number is issued.

NOTE 13

The total quantity of hygrometers being returned should be clearly stated.

NOTE 14

Include the model type description of the equipment, e.g.:

“MicroView Mini Hygrometer”
 “ATEX MicroView Portable Hygrometer”
 “Bottled Gas Dryer”

If more than one type of equipment model is being returned in the same consignment, then create separate lines for each different model. Ensure that each line has the correct quantity of pieces, as per Note 13.

NOTE 15

Provide the unique MCM serial number for each piece of equipment in the consignment.

NOTE 16

Provide a value for each unit piece of equipment. Common currencies used are GBP, EUR and USD.

NOTE 17

Provide the total value for each line item. This is unit price x total pieces of each model.

NOTE 18

Provide the total quantity of pieces in the consignment.

NOTE 19


Provide the total (estimated) gross weight of the consignment (all pieces).

NOTE 20

Provide the total (estimated) dimensions of each piece. If pieces have different dimensions, then please itemise all separately.

NOTE 21

Provide overall invoice total value (sum total of all separate line item values).

PROFORMA SHIPPING INVOICE / PACKING LIST				
		CLIENT ADDRESS:-		
		NOTE 1		
		NOTE 2	CONTACT NAME	NOTE 3
	CONTACT TEL:	NOTE 4		
	CONTACT EMAIL:	NOTE 5		
RECEIVER'S ADDRESS:-		PROFORMA INVOICE #	NOTE 6	
Moisture Control & Measurement Ltd		DATE	NOTE 7	
Rudgate, Thorp Arch Estate		COURIER NAME	NOTE 8	
Wetherby, West Yorkshire		COURIER ACCOUNT	NOTE 9	
LS23 7AU		TRACKING #	NOTE 10	
UNITED KINGDOM		CUSTOMER VAT #	NOTE 11	
		MCM RMA #	NOTE 12	
ATTENTION:	MCM Service Department			
TEL:	+44 (0)1937 843927			
EMAIL:	service@mcm-moisture.com			
ITEM NO.	QTY	DESCRIPTION	UNIT PRICE (EUR)	EXTENDED PRICE (EUR)
1.000	NOTE 13	Model Type: NOTE 14 Serial No.: NOTE 15	NOTE 16	NOTE 17
		Total Number of Cartons: NOTE 18		
		Estimated Total Gross Weight: NOTE 19		
		Estimated Dimensions: NOTE 20		
Remarks :				
(i) This consignment is being shipped to Manufacturer (MCM) for service/repair and return				
(ii) This consignment is estimated to be re-exported to the client within 4-6 weeks of arrival				
(iii) The value of this consignment indicated is for customs purposes only.				
Tariff Number:	9025-80-80			
MCM VAT #:	GB169240456			
MCM EORI #:	GB169240456000			
INVOICE TOTAL:-				NOTE 21
Authorized Signatory For:-				
NOTE 22				
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Moisture Control & Measurement Ltd