

**INCLUDE A COMPLETED COPY IN THE BOX FOR EACH REPAIR!**



RA Return Authorization

2018

**SUBSITE**

1327 Clegg Street  
Petaluma, CA 94954

Customer Service  
800-767-1974  
Fax 707-769-8806

**SUBSITE**

285 Midland Trail  
Mount Sterling, KY 40353

Main Line  
859-499-0122  
Fax 859-499-0230

Date: \_\_\_\_\_

Check for old parts to be returned

PO# \_\_\_\_\_

RA #

**CLEAN EQUIPMENT PRIOR TO SENDING IN FOR REPAIR OR THERE WILL BE AN \$85.00 CLEANING FEE**

SHIP OR  WILL CALL (If not specified, Subsite will automatically ship completed repair)

Customer Return Name and Address:

Bill To / Distributor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETURN EMAIL:**

Receive shipment status notifications during transit!

Name: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

**Subsite Electronics will complete all repairs necessary to bring equipment up to factory standards unless otherwise instructed by you.**

Repair to specified instructions **only!** (Please describe below)

**Repairs Only**

Estimate Required if Over \$ \_\_\_\_\_

Estimates no longer available for less than \$300  
Estimate needs approval within 10 Days  
3 Days if you have a Loaner

Approval Contact Name: \_\_\_\_\_

Approval Phone Number: \_\_\_\_\_

Expedite - **NOT AVAILABLE FOR ESTIMATES**

Serial #: \_\_\_\_\_

Equip Description: \_\_\_\_\_

**Briefly Describe Reason for Repair / Special instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parts Return Only**

Credit Invoice # \_\_\_\_\_  Replacement  Other \_\_\_\_\_

**Briefly Describe Reason for Parts Return / Special Instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Items received without a completed RA form **AND** RA # will be delayed in handling and subject to a \$25.00 research fee.  
15% Restocking Fee for all Returned Parts and Equipment.