

# BERKEY® SYSTEMS RMA FORM

Please read the instructions before completing RMA Form

1. CLIENT INFORMATION			
Name:		Phone	
Street Address:		Email	
		Today's Date	
City / State / Zip Code:			
2. PURCHASE INFORMATION		4. DEALER INFORMATION (If purchased through a dealer)	
Invoice # (If applicable):		Was this purchased through a dealer:	Yes    No
Purchase Date:		Dealer Name:	
Date Manufactured:	(Only required if no receipt)	Dealer Number ( Internal Use Only):	
3. REASON FOR RETURNING ITEM		5. WARRANTY INFORMATION	
Describe method used to troubleshoot problem:		The warranty covers <b>Black Berkey®</b> filter elements based on a pro-rated useful life of two years from the date of purchase. Our systems are covered for 6 months under the warranty.	
		<b>Elements Purchased (Items below are stated in months )</b> <div style="display: flex; justify-content: space-around; text-align: center;"> <span>0 - 6</span> <span>6 - 12</span> <span>12 - 18</span> <span>18 - 24</span> </div> <div style="display: flex; justify-content: space-around; text-align: center;"> <span>0%</span> <span>25%</span> <span>50%</span> <span>75 %</span> </div> <p style="text-align: center;">System Purchased in the last 6 months</p>	
6. ITEM REQUESTED			
Quantity	Description	Price	
<b>Shipping Address:</b> (If different than address provided above)		<b>Sub-Total:</b>	
Name:		<b>TAX</b>	(Texas (add 8.25% Sales Tax )):
Street Address:		<b>Grand Total:</b>	
		<b>Total Enclosed:</b>	
City / State / Zip Code:		Credit Card	Customer Check acceptable
7. SIGNATURES <span style="color: red;">Note: The item requested will only be shipped if everything requested to process the RMA is in good order</span>			
We require a signature for every parcel delivered. If you would prefer to take full responsibility for your parcel to be delivered without a signature required please sign <b>X</b>		Form completed by <b>Signature :</b> _____	
For Internal Use Only			
<b>Shipper Signature:</b>	<b>Date:</b>	<b>Confirmation #:</b>	<b>RMAEA</b>
This is to certify that the above named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation.		A confirmation number will be assigned to your RMA Request and this can be given to you by calling the toll free number a week after you shipped your return.	
8. CREDIT CARD INFORMATION			
<b>Name</b> (As it appears on card):		<b>Card #</b>	
<b>Billing Address:</b>		<b>Type:</b>	MC    VISA    _____
		<b>Expiration Date:</b>	
<b>City / State / Zip Code:</b>		<b>CVV#:</b>	
<b>Customer Signature:</b>		<b>Date:</b>	
Client's signature acknowledges that NMCL is authorized to charge this card for the amount specified above on this form.			

**9. DID YOU INCLUDE EVERYTHING?**

**Customer Checklist**

- Entire Form Completed
- Proof of purchase enclosed
- Check attached or CC provided
- Elements dry (If returning filters)

**10. RETURN SHIPPING INSTRUCTIONS**

If returning **Berkey®** systems please make sure to use plenty of packaging material. **Failure to do so could void warranty.** We require a signature for every parcel delivered. If you would prefer to take full responsibility for your parcel to be delivered without a signature required you will need to sign in the designated area on the above page.  
If returning **Black Berkey®** elements please make sure the elements have been thoroughly dried. Best Practice is to "place a dry towel on sunny window sill for a period of **3 days** and rotate periodically". **Failure to do so could void warranty.**

**Make checks payable to: New Millennium Concepts Ltd.**

**Return Product to:**

-or-

Western Distribution Center  
PO Box 40  
Villa Grove, CO, 81155

Western Distribution Center  
49126 CR LL 56  
Villa Grove, CO, 81155