



SIGMA Corporation of America  
15 Fleetwood Court  
Ronkonkoma, NY 11779

## RETURN MERCHANDISE FORM

At SIGMA you can take advantage of our 30  
day return policy on all products.

To return the item(s), fill this form completely.

### STEP 1: Fill out your shipping information

Name		
Street Address		
City	State	Zip
Email	Phone	
Invoice #		

### STEP 2: How would you like us to handle your return/exchange? (Check one)

☐ Refund    ☐ Exchange

### STEP 3: List item(s) you are returning, including reason for return

QUANTITY	ITEM NUMBER	DESCRIPTION	REASON CODE

#### REASON FOR RETURN (Fill in letter above)

- |                 |                           |
|-----------------|---------------------------|
| A. Damaged      | D. Incorrect item Shipped |
| B. Defective    | E. Ordered Wrong Product  |
| C. Dissatisfied |                           |

### STEP 4: Enclose and ship

Enclose the Return Form and a copy of the invoice along with the merchandise packed in the original manufacturer's packaging. Upon receipt, all products will be evaluated by our Service Department before a credit is issued.