

Shireen's RMA (Return Merchandise Authorization) Instructions

To return a product back to Shireen Inc. for repair, exchange or refund, please follow the instructions below:

1. Fill in the form in its entirety.
2. Fax the form to 301-576-8645 or e-mail to support@shireeninc.com to obtain an RMA number.
3. An RMA will be issued to you by phone, fax or email.
4. Send the merchandise with completed RMA form to:
12910 Cloverleaf Center Dr, Suite 110, Germantown, MD, 20874, USA.

Standard Terms and Conditions for RMA:

- Items returned without RMA# will not be accepted.
- All products being returned for repair/refund/exchange must be freight prepaid (customer pays for shipping)

You must call 301-838-4380 or e-mail to rma@shireeninc.com to obtain an RMA number

Company Information	
Company Name:	
Address, Street:	
City, state, zip	
Telephone	
E-mail Address:	
Contact Person:	
Product Information	
Invoice Number:	
Purchase Date:	
Product :	
Reason for Return: (Circle one only)	<div><div>1. Not the item ordered</div><div>2. Defective upon arrival</div><div>3. Manufacturer's warranty repair</div><div>4. Other (please specify)</div><div></div></div>
Method for Replacement: (Circle one only)	<div><div>Credit</div><div>Replacement</div><div>Repair</div></div>
RMA Number	