



Please fill out the fillable Word document below and return to [Returns@galaxyaudio.com](mailto>Returns@galaxyaudio.com)

The fillable Word document allows you to open the Word document and fill in the required fields and email it back to us without ever having to print the document. Simply fill in the needed information and save the document. You may then attach the saved document to an email and return to [Returns@galaxyaudio.com](mailto>Returns@galaxyaudio.com)

If this is a warranty repair, please also include a copy of your sales receipt.

Please note we need a physical shipping address, no PO Boxes.

You should receive an email from [Service@galaxyaudio.com](mailto:Service@galaxyaudio.com) within 2 business days with your RMA number and instructions for sending in your return. In the meantime, please prepare a brief letter describing all problems you are having, and anything you noticed leading up to the decision to get your item sent to our Service Department.

We apologize for the inconvenience and hope to get your item returned to you promptly.

Galaxy Audio



**Please provide the information below:**

**Requestors Information:**

Company Name: [Click here to enter text.](#)

Contact Person: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip Code: [Click here to enter text.](#)

Phone number: [Click here to enter text.](#) Ext: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

**Ship To information:**

Company Name: [Click here to enter text.](#)

Contact Person: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip Code: [Click here to enter text.](#)

Phone number: [Click here to enter text.](#) Ext: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

**List the products you are returning below:**

**Item Number 1:** [Click here to enter text.](#)

Returned for: [Choose an item.](#)

Serial Number: [Click here to enter text.](#)

Purchase Date: [Click here to enter a date.](#)

Purchased From: [Click here to enter text.](#)

**Item Number 2:** [Click here to enter text.](#)

Returned for: [Choose an item.](#)

Serial Number: [Click here to enter text.](#)

Purchase Date: [Click here to enter text.](#)

Purchased From: [Click here to enter text.](#)

**Item Number 3:** [Click here to enter text.](#)

Returned for: [Choose an item.](#)

Serial Number: [Click here to enter text.](#)

Purchase Date: [Click here to enter text.](#)

Purchased From: [Click here to enter text.](#)

**Item Number 4:** [Click here to enter text.](#)

Returned for: [Choose an item.](#)

Serial Number: [Click here to enter text.](#)

Purchase Date: [Click here to enter text.](#)

Purchased From:



**Detailed Description of Problem (this section must be complete):**

Item Number 1: [Click here to enter text.](#)  
Item Number 2: [Click here to enter text.](#)  
Item Number 3: [Click here to enter text.](#)  
Item Number 4: [Click here to enter text.](#)

In addition to any applicable restocking fees, credits will be reduced by the cost of any missing parts, accessories, damaged box, etc.

**\*Please include a copy of your original purchase receipt\***

Return This Request to [Returns@GalaxyAudio.Com](mailto>Returns@GalaxyAudio.Com)

Thank you!