

# Material Return Request Form (MRR)

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

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

Address : \_\_\_\_\_

Note: This is where your warranty items will be sent.

City & Zip : \_\_\_\_\_ State : \_\_\_\_\_

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

### Type of Issue

- Warranty                       Item Received Broken  
 Wrong Product Ordered     Wrong Product Received     Other

Description of Issue/  
Additional Information:

**Please follow these steps:**

1. Fill out this form in its entirety and send it via e-mail to [info@ikioledlighting.com](mailto:info@ikioledlighting.com) with proof of purchase document(s) attached.
2. Upon receipt of the completed MRR form, we will send you an MRR number that you should keep for your records.
3. Due to hazardous material concerns we require that all fixtures, in use around animal or chemicals, be cleaned accordingly prior to return.
4. Clearly mark the outside of the box(s) with the MRR number.
5. Ship warranty items to the address below within 30 days, freight paid by purchaser.  
**C/O Brittany Dick**  
**IKIO LED Lighting**  
**Hanzo Warehouse**  
**450 Airtech Parkway**  
**Plainfield IN 46168**
6. Upon receipt of the defective item(s) we will determine if the item is covered under warranty and repair or replace the defective item(s), if applicable. Note: Freight charges are paid by the seller and return item freight charges paid by IKIO LED LIGHTING.

Qty	Product Model No.	Unit Sale Price	Invoice	Customer PO	Order Date

Internal Use Only Below This Line

MRR No.	Date Received	Circle One	Date Sent
		<input type="radio"/> Repair <input type="radio"/> Replace	