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| **Document No.:**  **3305-00900** | **Title/Description:**  **Record of Instruments Returned to Vendor** | | | | **Revision:**  **1-03** |
| **Author:**  **name** | **Date:**  **form\_date** | | **Reviewed / Approved by:**  **XXXXXXXXX** | **Date:**  **YYYY-MM-DD** | **Form Number:**  **form\_number** |
| **Date of Departure:**  **departure\_date** | **Name/Description:** | | | **PN:** | |
| **RMA #:**  **rma** | | **Vendor Contact:** | | **Vendor:**  **vendor** | |

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| Preparation & Information Tracking |
| After all fields are filled, save as a **PDF** in Vault in location: Vault\Project\_Files\Records\Instrument\_Records. Create the filename of 3305-00900-XXXXX where XXXXX is the next sequential number in Vault. The new template document is hereafter referred to as the Shipping document. |
| *Record the XXXXX number from the first step in the Form No. field at the top of the Shipping document.* |
| Compete the following Vault-visible title in the Microsoft Word, Title Properties field where <#> represents the vendor RMA number: RMA\_<#>\_<Class>-<Series>\_<Date>\_Shipping. If more than one Series is being shipped, add -<Series> as many times as needed, then continue with typical format (exa. RMA\_xxxxx\_CTDMO-G-H-Q\_xxxx-xx-xx\_Shipping). To get to the Title field, in Microsoft Word click File >Properties >Title. |
| *Populate all fields at the top of the Shipping document with the relevant information.* |

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| Components Being Shipped |
| *List all components being shipped to the Vendor*  items |

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| Pre-Shipment Photos |
| *In this field include one or more photographs of outgoing containers. Be sure that all parts within container are visible.* |

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| Reason for Return |
| *In this field include the reason the instrument is returning to the vendor. Include as much detail as possible.*  Recovered from recovered\_platform. |

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| Vendor Documentation |
| *In this field include a copy of any documentation or forms the vendor requires* |