



RETURNING FILTER DAMPERS

- 1) Contact an ATECS representative at: 925-798-3377 before proceeding. You must obtain a **RETURN MATERIAL AUTHORIZATION**, (RMA), number before returning any material.
- 2) Remove any Double-backed tape or place MASKING TAPE over the Double-backed tape, to prevent dampers from sticking to one another. **Failure to do this could result in a charge.**
- 3) Stack dampers vertically (along the long or short length) in the original (or equal) shipping containers, being careful not to damage the **ADJUSTMENT MECHANISM**. The packaging shall be accomplished in a manner similar to the original packing and shipping method.
- 4) Confirm there is enough space and/or packing material around the **ADJUSTMENT MECHANISM** so it is not damaged in shipping.
- 5) Provide ATECS with a Packing Slip, (quantities, sizes, RMA # and defect), Bill of Lading, etc.

RETURNING FLOOR DAMPERS

- 1) Contact an ATECS representative at: 925-798-3377 before proceeding. You must obtain a **RETURN MATERIAL AUTHORIZATION**, (RMA), number before returning any material.
- 2) Remove and retain all screws for replacing corrected Floor Dampers.
- 3) Stack dampers vertically in the original (or equal) shipping containers, using the foam spacers sent with them. The packaging shall be accomplished in a manner similar to the original packing and shipping method.
- 4) Provide ATECS with a Packing Slip, (quantities, sizes, defect & RMA #), Bill of Lading, etc.

RETURNING WALL DAMPERS & SCREENS

- 1) Contact an ATECS representative at: 925-798-3377 before proceeding. You must obtain a **RETURN MATERIAL AUTHORIZATION**, (RMA), number before returning any material.
- 2) Stack wall grates in the original (or equal) shipping containers, using bubble pack sent with them. Please take care that no further damage will occur.
- 3) Provide ATECS with a Packing Slip, (quantities & RMA #).