



RETURN GOODS AUTHORIZATION REQUEST

****If your order is 12 months beyond date of installation or 18 months beyond date of shipment, RGA is not valid.**

Contact Name Date
 E-mail Phone FAX

Complete all fields in this section.

Information in this section is found on your Magic Aire Order or Invoice.

Original Magic Aire Purchase Information	Replacement Magic Aire Purchase Information
Purchase Order Number <input type="text"/>	Purchase Order Number <input type="text"/>
Sales Order Number <input type="text"/>	Sales Order Number <input type="text"/>
Invoice Number <input type="text"/>	Invoice Number <input type="text"/>

Factory Error Customer Error Warranty	Freight Issues <i>Tracking number must be provided for all freight issues.</i> **** Detailed reason for all refused freight must be provided **** Freight Tracking Number <input type="text"/> <i>If your tracking number does not start with 1Z756922 you must file the freight claim directly with the freight line. Contact Magic Aire for further information 940-397-2100.</i>	Labor Request <i>All labor request are subject to Management Approval. Provide a detailed reason for request on this form.</i> Amount Requested <input type="text"/> Estimated Hours <input type="text"/> Estimated Cost <input type="text"/> <i>Provide all supporting documentation to rga@magicaire.com or fax to 860-998-0811 marked with your purchase order number in order for labor request to be considered.</i>
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Product Description
 Product Number Quantity Ordered Serial Number

Detailed Description of Defect / Reason for Return

Product Description
 Product Number Quantity Ordered Serial Number

Detailed Description of Defect / Reason for Return

Product Description
 Product Number Quantity Ordered Serial Number

Detailed Description of Defect / Reason for Return

RGA will be e-mailed / faxed 24 hours after submission.