

Return Merchandise Authorization Form



Email form to:
info@mdciautomation.com
 Phone: 215-712-9048
www.mdciautomation.com

RMA Steps: 1. Fill out this form completely 2. Prepare a copy of the sales invoice(s) for defective good(s) 3. Email or fax per above

For MDCI Automation Use Only	Company Name:	
	Account Number:	
RMA Number:	Ship To Address:	
Date RMA Issued:	City:	State: Zip Code:
Processed By:	Requested By:	
Item Returned: Yes / No	Email:	
Date Received:	Phone:	Fax:

Quantity	Item Number	Description	PO Number	Serial Number (if applicable)	Reason Code	Credit, Replace or Repair?

Return Reason Codes	Comments / Special Instructions
Record appropriate number in the "Reason Code" column above. - Wrong quantity received - Wrong merchandise received - Damaged in shipping - Duplicate order - Product defective - Customer not satisfied - Incorrect item ordered - Incorrect quantity ordered - Other	

If items need to be returned, please ship to the address below after receiving an RMA number :	For MDCI Automation Use Only
Company: MDCI Automation Ship To Address: 2398 N. Penn Rd., Hatfield, PA 19440 Attn: MDCI Automation Receiving Ref: <i>Insert RMA number</i>	Credit Issued: Yes / No
	Credit Amount:
	Transaction Number:
	Date Issued:
	Issued By:
	Comments: