



## Warranty Return

The below information **MUST** fill out to completion to receive warranty unit/parts at Midwest. Please print clearly. **Note, it is common for shipping charges to apply for warranty returns.**

1. The warranty return form must be completely filled out in advance for receiving warranty unit/parts.
2. Unit model and serial number must be provided, when applicable.
3. All defective units/parts must be returned with **RMA number** issued by Midwest. If you would like to receive units/parts in advance,
  - a. Charge accounts will have items allocated on open sales order. The open sales order will be invoiced if the defective unit/part is not received in **15-days** from the date the sales order is created.
  - b. Cash accounts will be required to provide valid credit card information as a deposit. The open COD sales order will be charged to your credit card if the defective unit/part is not received in **15-days** from the date the COD sales order is created.
4. Return units/parts to any branch location at Midwest. They can be picked up by Midwest during our normal delivery route, if scheduled. Last, they can be returned via mail :

**Midwest Refrigeration Supply Co.**

**Attn: Warranty Dept - RMA \_\_\_\_\_**

**3676 Rennie School Rd.**

**Traverse City, MI 49684**

Submitted by:

Company Name	
Address	
City, State and Zip	
Phone #	

Unit/Part Owner:

Owner Name	
Address	
City, State and Zip	
Phone #	

Unit Information:

Unit Model #	
Unit Serial #	
Date Unit Installed	

Part Information:

Failed Part #	
Failed Part Serial #	
Part Description	
Date Failed Part Installed	
Date Failed	
Nature of Failure (be as detailed as possible)	
Replacement Part #	

Internal Midwest Use Only:

Processed By	
RMA # (use SO for replacement unit/part)	
Credit Memo #	
Vendor Return #	