



Magnetic Seal Corp
 365 Market Street
 PO Box 445
 Warren, RI 02885
 Email: RMA@magseal.com
 p: (401) 247-2800
 f: (401) 247-2805

RMA Number Request Form

Instructions:

1. Fill out this Form and return it by fax or email it to RMA@magseal.com.
2. Our RMA department will contact you with an RMA number.
3. Return authorized items to Magnetic Seal per shipping instructions. Please mark the outside of the package and all paperwork with the RMA number.

Company Info

Company Name		Contact	
Address		Email	
		Phone	
City, State, Zip		Fax	

Part Info

Part Number		Reason for Return	<input type="checkbox"/> Engineering Evaluation
MSC Part Number			<input type="checkbox"/> Quality Issue
Quantity			<input type="checkbox"/> Upgrade
PO Number*		Est. Hours in Service	
Original PO Number		Original Packlist Number	
Comments			
* A PO number is required for all parts coming in for repair/overhaul			

ITAR Info

If this part was originally exported under an ITAR export license, then any return of the part for repair or inspection must be done in accordance with 22 CFR 123.4.	Original Export License No.	
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Approval to Proceed

All information on this form is required prior to the return of parts. This return is authorized under the Terms & Conditions set forth by Magnetic Seal Corp. By returning parts under this RMA system, you authorized Magnetic Seal Corp. to perform work necessary to complete your request. The RMA number issued is valid for 30 days; if parts are not received within this time frame, the RMA request will be considered void.

Signed		Date	
Printed Name			

MSC Internal Use Only			
RMA No Issued	Sales Order	Received Date	Unit Price

Packaging of Magseals Returned for Evaluation

1. Care must be taken when packaging the MAGSEALS for evaluation in order to prevent damage during transit. Grasp the magnet and seal case firmly by their outside diameters and GENTLY mate the seal case seal ring face with the magnet mating face and center the seal case on the magnet. Do NOT mate the back surface of the seal case against the magnet (metal to metal contact) and do NOT mate the seal case seal ring face with the back face (part marking or black radial line) of the magnet. If the originally provided shipping sleeve is not available, then any other method using non-magnetic materials that prevents the seal case from sliding across the magnet face is acceptable. Individually package the MAGSEAL by inserting it into a plastic bag and then close the bag tightly around the MAGSEAL to prevent relative movement of the seal components. Put the bagged MAGSEAL into the original foam protected package and close. Do NOT put more than one (1) MAGSEAL into the individual package because the magnetic attraction force can be compromised. If the original foam protected packaging is not available, then standard packaging practices that provides similar protection (cushioning material) is acceptable. Package the individual MAGSEAL package(s) into an outer carton using standard packaging protection (cushioning material).
2. Ship carton with RMA number on the outside along with all pertinent informational documents.