

Order Discrepancy Form

Store Name: _____

Account Number: _____

Damages: Must be reported within 48 hours of delivery — please have ready for pick up

Invoice Number	Quantity	Item Number

Shortages: Must be reported within 48 hours of delivery

Invoice Number	Quantity	Item Number

**All shortage claims will be verified before credit is issued*

Mis-ships/Ordering Errors: Product must be free of stickers/price tags

Invoice Number	Quantity	Reason	Item Number	Keep? Y/N

Credit will not be issued if form is not complete. Invoice number required for all credit inquiries.

DO NOT use this form for consumer returns.