

# RECEIVER ERROR REPORT

RECEIVER NAME: \_\_\_\_\_

PO#: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

RECEIVED FROM: \_\_\_\_\_

## **ERROR TYPE:**

- Overage
  - Shortage
  - Incorrect item
  - Not on receiver
  - Packing list discrepancy
  - Other: \_\_\_\_\_
- Hidden damage (unseen at time of delivery)
  - Visible damage (obvious carrier damage) \*\*\*MUST NOTE ON BOL AT TIME OF DELIVERY WITH CARRIER & PROVIDE DETAILS BELOW!!!!!!

## **EMAILED TO:**

- Dawn
  - Terri
  - Note what was stated or attach copy of email: \_\_\_\_\_
- ✓ Purchaser: \_\_\_\_\_

## **OTHER NOTES:**