

### Merchandise Discrepancy Form

**\*Must be submitted within 7 days of receipt of goods**

**Date:** \_\_\_\_\_ mm/dd/yr

Company Name:			
Company Location:			
<b>PO #</b>		<b>Courey Order #</b>	

The Merchandise listed below was received with one or more of the following discrepancies

Please Check the appropriate check box:

<input type="checkbox"/> Miss-Shipped	This merchandise was <u>not</u> on the purchase order.
<input type="checkbox"/> Short-Shipped	The quantity of merchandise received is <u>less</u> than the amount on the packing slip
<input type="checkbox"/> Over-Shipped	The quantity of merchandise received is <u>more</u> than the amount on the packing slip
<input type="checkbox"/> Obvious-Damage	Cartons or Merchandise showed <u>obvious damage</u> and freight bill was marked " Damaged"

Date Received	Item	Qty Ordered	Qty On Pack. Slip	Qty Received	Qty Damaged

Customer Name/Signature: \_\_\_\_\_

<b>For Courey Office use Only</b>
Resolve as Follows: _____
_____
_____