

MATERIAL & DELIVERY DISCREPANCY FORM

Identification of Non-Conformance with Materials and Deliveries			
Customer Name			
Customer Email			
Customer Tel. No.			
Date Issued			
Order Details			
Product Name			
Batch No.		Quantity:	
Purchase Order No.			
Delivery Note No.			
✓ Select Issue	Reasons for Non-Conformance	Quantity	Comments
	Batch No. - Missing		
	Batch No. - Incorrect		
	Delivery Note - Missing		
	Delivery Address - Incorrect		
	Expiry Date - Missing		
	Expiry Date - Incorrect		
	Manufacturer's Cert of Conformity - Missing		
	Manufacturer's Cert of Analysis - Missing		
	Manufacturer's Test Report - Missing		
	Quantity - Incorrect		
	Parts – Missing		
	Product - Incorrect		
	Product - Damaged		
	Unit of Measure - Incorrect		
	Other Reason(s)		
Discrepancies, defects, and losses must be brought to the attention of AMI-CON within 48 hours of delivery			
<i>We will aim to respond to your complaint within 24 Hours of This Notice</i>			
Quality Assurance: quality@ami-con.co.uk			
Goods Receiving Department: Logistics-silverstone@ami-con.co.uk			