



# Customer Order Error Form

## Customer Information

Date: \_\_\_\_\_

Store Name:		Invoice #	
Spoke to:		Customer P.O. #	
Customer Acct. #		Order #	
Customer Phone #			

## Product Information

Item #	Description	Unit Price	# of pcs. damaged	Total \$	Reason for complaint

Check one:

## Source of Problem

Wrong Item	Wrong Quantity	Pricing Error	Damaged Merchandise	Billing Error	Shipped to Wrong Location	Ice Issues	Shipped After Cancel Date	Shipped Early	Other

<b>Explain Checked Box:</b>	
<b>How was problem resolved?</b>	
<input type="checkbox"/> Call tag issued	
\$ _____ Credit Issued	
<b>Order Taken By:</b>	
<b>Mgr. Approval:</b>	
<b>Add'l Comments/</b>	
<b>Suggestions:</b>	

Please attach a copy of the original order to this form - thanks!