

Report of Shipment Issue

Must Be Submitted within 72 HOURS of Material Receipt for Consideration - Must Fax B/L with exceptions taken within 15 days of delivery

***Required Fields**

*Distributor Name _____ Distributor Account Number _____

*Contact Name _____ E-mail Address _____

*Phone Number _____ Fax Number _____

Purchase Order Number _____ *Ragno Sales Order Number _____

Ragno Invoice Number _____

*Ship To Company _____ *Ship to Phone Number _____

*Ship to Address (No PO Box) _____

*City _____ *State _____ *Zip _____

PLEASE COMPLETE THE TABLE BELOW WITH DETAILS FOR THE MATERIAL OF EXCEPTION

- 1) Enter the part number and/or description of the material in the appropriate field(s)
- 2) Enter the quantity of the material as shown on the packing list (enclosed with your order) in the Quantity Ordered field
- 3) Enter the quantity of the material actually unloaded off the truck in sellable condition in the Quantity Received field
- 4) Proceed to next section and advise follow-up action preference

Part Number	Description	Qty Ordered	Qty Received (in sellable condition)

PLEASE SELECT PERTINENT ISSUE AND REQUESTED ACTION(S)

☐ **Damaged Material**

- ☐ Replace Damaged Material - Immediately ship to above address and issue credit.
- ☐ Replace Damaged Material - Add material to my next truck for shipment to above address and issue credit.
- ☐ Issue credit for Damaged Material.

☐ **Overage/Shortage of Material**

- ☐ Keep excess material and receive invoice
- ☐ Return excess material and receive credit, if applicable
- ☐ Replace shorted material - immediately ship to above address
- ☐ Replace shorted material - add material to currently building truck
- ☐ Do not replace shorted material - will re-order at another time.

Comments