



Damaged Machines/Parts/Ink Shipment Survey

SHIP TO INFORMATION

Customer Name: _____

Delivery Address: _____

City: _____ St: _____ Zip: _____

Contact Name: _____

Phone#: _____ Ext: _____

Sales Order #: _____ Purchase Order #: _____

ITEM INFORMATION

Item Number	Qty. Damaged	Ink Batch Number/Serial #

SHIPMENT RECEIVING INFORMATION

When was the damage identified ?

Was there any visible damage to the outside of the packaging (box)?

Was the damage notated with the driver?

How was the packaging sealed?

What material was used for packing?

Have you taken any pictures of the damaged items & box?