

Damaged Stock Report Form

How to use this form: Enter in the details of the delivery and type of damage per the example below. Please attach photos which show the damage.

Example:

Damaged Stock Delivery		Damaged packaging refused	Water damage	Broken spine or binding	Torn, misprinted or folded pages	Missing or loose pages	Strong odour
<i>Item 1</i>							
IMO Order no.	556777						
Tracking no.	1ZW03363684462185						
Box no.	3 of 5						
Book code	IL200E					5	

Damaged Stock Delivery		Damaged packaging refused	Water damage	Broken spine or binding	Torn, misprinted or folded pages	Missing or loose pages	Strong odour
Item 1 – Number of books damaged:							
IMO Order no.							
Tracking no.							
Box no.							
Book code							
Item 2 – Number of books damaged:							
Tracking no.							
Box no.							
Book code							
Item 3 – Number of books damaged:							
Tracking no.							
Box no.							
Book code							
Item 4 – Number of books damaged:							
Tracking no.							
Box no.							
Book code							
Item 5 – Number of books damaged:							
Tracking no.							
Box no.							
Book code							
Item 6 – Number of books damaged:							
Tracking no.							
Box no.							
Book code							

If you have any questions or require help in completing this form, please email sales@imo.org.