A picture containing text, clipart

Description automatically generated

**Damaged on Delivery Report form**

Damage on delivery claims **MUST BE REPORTED WITHIN 24 hours of delivery**. The below form should be filled in and submitted via email to [transport@pentlandwholesale.co.uk](mailto:transport@pentlandwholesale.co.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date & time of Delivery: |  | | Reported on: |  |
| Sales reference Number: |  | | Supplier: |  |
| Was damage noted on delivery note? | |  | | |

Delivery address incl. Postcode:

Description of damage:

Image of carton: Image to be taken in the location it was delivered to:

ie pavement

2nd carton / pallet image

Image of full cabinet showing the actual damage

Close up image of damage

Close up image of damage