

**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

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| --- | --- | --- | --- |
| 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