

Over, Short & Damage Report

Job No. :	Date :
Location :	P.O. No. :
Client :	Req. No. :
Vendor :	ACCT. No. :

Received by:

Carrier :	MRN No. :
Freight Bill No. :	O.S. & D. No. :

Item No.	Quantity	
		Material not as ordered
		Material over
		Material short
		Remarks

Important: Unit clearance of this Report id obtained from "action" parties, payment of Vendor's covering invoice(s) will be withheld.

Matl. Mgr.:
By: