



## 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.

<i>Example:</i>							
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
<b>Item 1 – Number of books damaged:</b>						
IMO Order no.						
Tracking no.						
Box no.						
Book code						
<b>Item 2 – Number of books damaged:</b>						
Tracking no.						
Box no.						
Book code						
<b>Item 3 – Number of books damaged:</b>						
Tracking no.						
Box no.						
Book code						
<b>Item 4 – Number of books damaged:</b>						
Tracking no.						
Box no.						
Book code						
<b>Item 5 – Number of books damaged:</b>						
Tracking no.						
Box no.						
Book code						
<b>Item 6 – Number of books damaged:</b>						
Tracking no.						
Box no.						
Book code						

If you have any questions or require help in completing this form, please email [sales@imo.org](mailto:sales@imo.org).