

## 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
<b>Item 1 – Number of books damaged:</b> <input style="width: 50px;" type="text"/>						
IMO Order no.						
Tracking no.						
Box no.						
Book code						
<b>Item 2 – Number of books damaged:</b> <input style="width: 50px;" type="text"/>						
Tracking no.						
Box no.						
Book code						
<b>Item 3 – Number of books damaged:</b> <input style="width: 50px;" type="text"/>						
Tracking no.						
Box no.						
Book code						
<b>Item 4 – Number of books damaged:</b> <input style="width: 50px;" type="text"/>						
Tracking no.						
Box no.						
Book code						
<b>Item 5 – Number of books damaged:</b> <input style="width: 50px;" type="text"/>						
Tracking no.						
Box no.						
Book code						
<b>Item 6 – Number of books damaged:</b> <input style="width: 50px;" type="text"/>						
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).**