

Damaged Product Report

- Please retrieve product if at all possible.
- Take product and this report to a cupboard for exchange.
- Complete all information, including the type of products and number of damaged units.

Reporting Troop # _____ Service Unit Name & # _____

Troop Product Manager's name _____

Address _____ Phone _____

Date of this report _____ Time _____

Report completed by _____

Type of product(s) _____ Number of units _____

Code number(s) on product(s) _____ Date of incident _____

Who complained? _____ Phone _____

Address _____ City _____ Zip _____

Complaint: ☐ Damaged Container ☐ Other (Please explain) _____

If a foreign object was found in product or if the product has caused physical harm contact your Service Unit Product Manager immediately and provide the following additional information:

Are there children in the household? ☐ Yes ☐ No What age(s)? _____

Name of parent/guardian if child is involved _____

Complainant: ☐ has product ☐ discarded product

Product has been picked up by _____ Date _____

Pick up notes _____

Troop who originally sold product _____

Who delivered the product/where was it purchased? _____

Where was the product stored before delivery? _____

Reported to:	Phone	Method	Date/Time
Service Unit Product Manager	_____	<input type="checkbox"/> Phone <input type="checkbox"/> Email	_____
Product Sales Director	<u>949-461-8846</u>	<input type="checkbox"/> Phone <input type="checkbox"/> Email	_____