



Discrepancy Report

Please allow up to 5 working days for processing

Phone 781-740-9800

Fax 781-740-9801

customerservice@semisourceinc.com

Date Filed:

Company Name:

Contact Person:

Email:

Phone #:

PO#:

➤ All claims for error, shortage, or damage must be made within 7 days of receipt of goods. All other claims must be made within 30 days of receipt of goods.

➤ A restocking fee may be applicable.

➤ COD returns will be *refused* upon receiving.

➤ A credit will be applied to your account once parts are received and inspected. Please allow up to 5 working days for return to be processed.

➤ **Once issued, an RMA is valid for 15 days and will be cancelled if parts are not received within that time.**

Part #	Quantity for credit/return	Unit Price	Extended Price	Replacement Required	Description of Non-Conformance
		\$	\$	☐ Yes ☐ No	

Requirement - Exact breakdown of how parts were received (i.e.: 3 tubes of 25, dc=xxxx; 1 reel of 3000, dc=xxxx)

Optional - Additional Comments:

Internal Use Only				
SO#	RMA#	Restock Fee	Approved By	Date
		☐ Yes ☐ No		