



TEFAP OVER, SHORT, AND DAMAGE REPORT FORM

If you have an over, short, or damage to report, you must call Partner Services within 24 hours of receiving your order (during the business week). Maryland Food Bank #: 410-737-8282

AGENCY NAME: _____

ORDER #: _____ RECEIPT DATE: _____

Please write in the number of cases in the correct column; over, short, or damaged.

Product Name	Product #	OVER	SHORT	DAMAGED

Name of person filling out this form: _____

Signature _____ Date _____

Please submit this form within 24 hours of receiving your order. You may use either of one of the following methods to submit your paperwork, but you must call the office first.

Maryland Food Bank #: 410-737-8282
By Email: TEFAPreports@mdfoodbank.org
By Fax: 410-536-0437