

Damaged and Refused Notification

No vendor action required, for notification purpose only.

Vendor: _____ **P.O.#:** _____ **Date:** _____

****Vendor – Do not reship – LifeStyles will reorder****

- ☐ Using this form, notify vendor via fax, what item was damaged and refused (include bill of lading).

Freight Company: _____

Tracking or PRO #: _____

List items damaged and refused below:

Submitted by: _____

(For LifeStyles internal use only)

- ☐ Delete items damaged and refused off PO. (Furniture and accessories do NOT get deleted).
- ☐ Receive all other items as normal.
- ☐ E-mail buyer about damaged and refused item including PO#.
- ☐ Attach signed bill of lading, packing slip and Mylee received order report to ***Damage and Refused Notification*** form and forward to corporate accounting.

LifeStyles
STORES, INC.

LifeStyles Stores, Inc.

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