



PO Box 847403, Dallas, TX 75284-7403 • FAX 800-223-7351

## DISCREPANCY REPORT

Ya Otta Piñata Customer #: \_\_\_\_\_

Date Ordered: \_\_\_\_\_

Store Contact: \_\_\_\_\_

Invoice #: \_\_\_\_\_

Ordered by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Order #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fax #: \_\_\_\_\_

PO #: \_\_\_\_\_

Received by: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Store Address: \_\_\_\_\_

\_\_\_\_\_

**Type of discrepancy code (please select 1):**

1 - Short Shipment    2 - Damaged Merchandise    3 - Overage    4 - Duplicate Shipment    5 - Not on PO

Type of Discrepancy Code	Item #	Description	PO Qty	Qty Received	Qty Billed on Invoice	Difference (+/-)	Cost per Item	Credit/Overage Amount

Receiver's Signature: \_\_\_\_\_

Date Received by Ya Otta Piñata: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Received and Processed by: \_\_\_\_\_

Comments/Resolution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Must report damages within 10 days of receiving order**

Submit all claims to: [amproap@amscan.com](mailto:amproap@amscan.com)