

REJECTION OF LIBRARY MATERIALS FORM

Supplier	:	
Date	:	
Title	:	
PO Number	:	
DO Number	:	

Enclosed herewith the library materials due to discrepancies and faulty as below:

☐	Missing pages
☐	Misprint
☐	Loose binding
☐	Faulty product
☐	Wrong International Standard Book Number (ISBN)
☐	Wrong Title
☐	Other defects _____

Remarks: _____

The replacement of library material is within fourteen (14) working days. Kindly request for :

- a) cancellation of order if unable to replace the material ; OR
- b) extension of delivery time if unable to replace within fourteen (14) working days.

Item Rejected By

Name :
Signature :
Date :

Official Stamp:

Item Received By

Name :
Signature :
Date :

Company Stamp:

Please return the form to :

Technical Services Division
Pustaka Negeri Sarawak
Jalan Pustaka, Off Jalan Stadium
93050 Kuching, Sarawak

Printed copy of this document is invalid