



REJECTION OF LIBRARY MATERIALS FORM

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

Enclosed herewith the library material(s) due to discrepancies and faulty as below:

- | | |
|--------------------------|---|
| ☐ | Missing Pages |
| ☐ | Misprints |
| ☐ | Loose Binding |
| ☐ | Wrong ISBN/ISSN |
| ☐ | Wrong Title |
| ☐ | Wrong Edition |
| ☐ | Faulty Product |
| ☐ | Moisture damages |
| ☐ | Dirt, stains, or foreign substances. |
| ☐ | Other defects (<i>please specify</i>) |

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Note :

1. The replacement of library material(s) is within seven (7) working days.
Kindly request for cancellation of order if unable to replace the material.

Processed by:

Name:

Signature:

Date: