

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 :

Official Stamp:

Date :

Item Received By

Name :
Signature :

Company Stamp:

Date :

Please return the form to:

Technical Services Division
Pustaka Negeri Sarawak, Sibul
Jalan Tun Tuanku Bujang, Sungai Merah,
96000 Sibul, Sarawak