



4833 Saratoga Blvd. #3
Corpus Christi, TX 78413

BigFundraisingIdeas.com

SHORT & DAMAGED ORDER FORM

INSTRUCTIONS: You have 15 business days after your delivery to report any corrections. 1 submission per group.

EMAIL TO: info@bigfundraisingideas.com or FAX TO: 866-982-4567

SCHOOL NAME _____

ADDRESS _____ PHONE # _____

DATE _____

STUDENT NAME / CLASSROOM	ITEM CODE / NAME	DAMAGED**	INVALID CODE**	ADD-ON**	MISSING	TOTAL

** **DAMAGED ITEMS:** Items that were sent, but arrived broken.

** **INVALID CODE:** Items that were written on the order form incorrectly but customer paid for and still wants.

** **ADD-ON:** Customer would like additional items.

MISSING ITEMS: Items that are on packing slip, but not in the packaged order and not listed as "backordered".

PLEASE NOTE: ADD-ON (new) items and invalid code (wrong) items were not billed on original invoice. You will receive an additional invoice for these items.

DAMAGED ITEMS: Damaged items may be discarded once they are recorded on this form.