[DATE]

Contact Name

Address

Address2

City/Province

Postal Code

**RE: NOTICE OF REJECTION OF GOODS**

Dear [CONTACT NAME],

We have received goods from you relating to our order [NUMBER]or contract [NUMBER] dated [DATE].

For the reason(s) checked below we hereby reject said goods:

\_\_ not delivered within the required time

\_\_ acceptance of our order, as requested, has not been received, and so we ordered from other

sources.

\_\_ defective as described on the reverse side.

\_\_ non-conformance to the sample or specifications as stated on the reverse side.

\_\_ prices do not conform to your quote, catalogue or order.

\_\_ represents only a partial shipment.

\_\_ Other:

Please issue appropriate [CREDITS or REFUNDS], and provide us with instructions for their return, at your expense. Our rejection of these goods [ORDER NUMBER] will not be a waiver of any other claim we may have.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]