

Loomis
SHIPMENT DISCREPANCY REPORT

Please complete the following information as soon as a discrepancy is discovered. All discrepancies must be submitted within two (2) days after receipt and accompanied by the following:

- Original packaging the difference was discovered in.
- If the difference was in a plastic wrapped bundle/strap, please include the packaging.
- Original strap(s) that contained the difference.
- A copy of the packing list.

All materials should be submitted to the location that services your branch:

Taunton	Boylston	Westfield
Loomis	Loomis	Loomis
Attn: Ellen Thompson	Attn: Michelle McDonald	Attn: Chris Tyler
85 Constitution Drive	50 Shrewsbury St	28 Ponders Hollow Road
Taunton, MA 02780	Boylston, MA 01505	Westfield, MA 01085

Also please fax this form to the appropriate Loomis facility:

Taunton	Boylston	Westfield
1-508-880-1239	1-774-614-0268	413-564-0290

CUSTOMER INFORMATION

Date of Occurrence:

Customer Name: _____ Location: _____

Customer Address: _____

City: _____ State: _____ Zip Code: _____

Account Number: _____ Name of Armored Carrier: _____

Shipment Received: _____ Time: A.M. P.M. Amount: _____

Bulk Count: _____ Date: _____ Time: A.M. P.M. By (initials): _____ And By (initials): _____

Piece Count Verification: _____ Time: A.M. P.M. By (initials): _____ And By (initials): _____

Was the difference in a plastic wrapped bundle/strap? Yes No If yes please attach plastic.

DIFFERENCE INFORMATION

Denomination: _____ Amount: _____ Over Short

Date Loomis was Notified: _____ Caller: _____

Remarks: _____

OTHER INFORMATION:

Prepared By (print or type): _____ Phone Number: _____

Authorized Signature: _____