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|-------------------|--|
| Product | |
| Name of Supplier | |
| Supplier Order No | |
| No of Samples | |
| Date Goods In | |
| Date of QC Check | |

| | | |
|--------------------------|-----|----|
| Damage to Boxes/Pallets? | YES | NO |
| Damages to Product? | YES | NO |
| Photos Taken? | YES | NO |
| Comments: | | |

| | | | | | |
|---|-----|---|----|-----------|--|
| Product Size Ordered | | Actual size Supplied & Checked | | Comments: | |
| Product Colour Ordered | | Product Colour Supplied & Checked | | Comments: | |
| Micron or GSM on Paperwork | | Micron or GSM Supplied & Checked | | Comments: | |
| Pantone(s) or Foils Ordered | | Pantones(s) or Foils Supplied & Checked | | Comments: | |
| Special Finishing Ordered | | Special Finishing Supplied & Checked | | Comments: | |
| Do the goods have any noticeable defects? | YES | | NO | | |



| | |
|--|--|
| <p>QC Outcome</p> | <p>ACCEPTED []</p> <p>REJECTED []</p> <p>% SUPPLIER DISCOUNT [%] % CLIENT DISCOUNT [%]</p> |
| <p>Product supplier rating</p> | <p>[1] [2] [3] [4] [5]</p> <p>Please circle 1 = POOR & 5 = EXCELLENT</p> |
| <p>Delivery Company rating</p> | <p>[1] [2] [3] [4] [5]</p> <p>Please circle 1 = POOR & 5 = EXCELLENT</p> |
| <p>Comments and recommendations :</p> | |
| <p>GOODS IN QC SIGNED OFF</p> | |
| <p>PRODUCT QC SIGNED OFF</p> | |
| <p>DATE</p> | |