



Packaging Reconciliation form

(Ref. SOP QMS-145)

This form is to be attached to return pallets. Each return and transfer quantity should be written separately. A copy of this form is to be returned with the packaging shop order record for reconciliation.

Product Description:			
Shop order:		Lot number:	

RETURN & REJECTS:

PACKAGING				WAREHOUSE	
ITEM NUMBER	DELIVERY NUMBER	QUANTITY		LOCATION	PALLET NUMBER
		RETURNED	REJECTED		
Bulk					
Lid Foil					
Cold Form Film					
Cartons					
Leaflets					
Stretch Wrap					
Shippers					
Shipper Labels					
Caps					
Bottles					
Other					

DEFECTIVE COMPONENTS:

PACKAGING USE ONLY				
PM/ITEM NUMBER	DELIVERY NUMBER	QUANTITY	REJECT LABEL APPLIED BY	DATE

Return completed, ERP note added (warehouse)	SIGN		DATE	
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COMPONENT TRANSFER:

ITEM NUMBER	DELIVERY NUMBER	QUANTITY

From S/O:		To S/O	
Completed by:		Date:	Time: