

**NOTIFICATION TO UVP VELTOPAK (PTY) LTD OF NON-CONFORMANCE AND PENDING SPOILS CLAIM**

Customer:		Date:	
Order No.:		No. of sheets:	
Job description:			
Finishing processes applied:			

**SPOILS/ERRORS/INCIDENT REPORT**

What was found to be wrong with the job?			
Who at UVP Veltopak has been notified that a claim is pending?			
What attempts have been made to salvage the job?			
What percentage of the job was spoiled?		No. of sheets:	
When was the spoil discovered?			
Who discovered the spoil?			
Where is the job currently located?			
If not with UVP Veltopak, what arrangements have been made to return it to the Company?			
Is there to be a re-print?			
At what estimated cost?			
What is included in this cost?			

**PLEASE NOTE:**

- 1 Completion of this form is notification only that a spoils claim has been lodged and does not commit the Company to accepting responsibility for all or any part of it.
- 2 Unless the Company has committed in writing to accepting responsibility for a specified amount Customers are respectfully requested not to assume claims will be met.
- 3 It is a condition of any claim that the Company be notified within 5 working days after receipt by the Customer of the completed job, of any pending claim and a further condition that the spoiled job be returned to the Company within 7 working days after receipt by the C of the spoiled job
- 4 The Company's Spoiled Jobs Policy as amended on 1st September 2018 determines the conditions under which claims will be considered.

Signed by \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
customer: \_\_\_\_\_

Acknowledgement of receipt of claim form by UVP Veltopak (Pty) Ltd

Received by: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_