

CARD ORDER DISCREPANCY VERIFICATION

Complete items 1 through 3 and indicate the type of discrepancy.

1. Order No.	2. Date Ordered	3. Date Order Received
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Shortage. Complete the verification statement in Section I and Items 4 through 17.

Overage. Complete the verification statement in Section II and Items 4 through 17.

Section I: Verification of Shortage

This order does not contain all the cards ordered. I verify that this order is _____ cards short and missing these sequence numbers.
(number)

Section II: Verification of Overage

I verify that this order contained _____ excess cards and these are the extra sequence numbers:
(number)

4. Signature X _____	5. Name (please print)	6. Title
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7. Office	8. Mail Code	9. Phone Number	10. Date
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11. Signature X _____	12. Name (please print)	13. Title
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14. Office	15. Mail Code	16. Phone Number	17. Date
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18. Comments