

51 TERCAR DRIVE, UNIT 2 □ VAUGHAN, ONTARIO □ L4L 0B5  
 PHONE (905) 264-5465 □ FAX (905) 264-8445  
 EMAIL: info@dobbinsales.com □ WEBSITE: www.dobbinsales.com

## FIELD SERVICE REPORT

CUSTOMER NAME:		ORIGINAL SALES ORDER #:	
BRANCH NAME LOCATION:		DATE OF ORIGINAL PURCHASE:	
CUSTOMER ACCOUNT #:		ORIGINAL PURCHASE ORDER #:	

SHIPPING ADDRESS:	
PRODUCT :	
QUANTITY:	
REASON: (SEE LEGEND)	

**LEGEND:**

1. SHORT SHIPMENT (BILLED CORRECT - NOT SHIPPED – MISSED OFF ORIGINAL ORDER)
2. WRONG PRODUCT (BILLED CORRECT - SHIPPED INCORRECT – RECEIVED INCORRECT PRODUCT)

FOR ALL OTHER REASONS, PLEASE CONTACT OUR OFFICE FOR ASSISTANCE.  
 PLEASE DO NOT DEDUCT PAYMENT FROM YOUR ORIGINAL INVOICE. ITEMS ARE SENT NO CHARGE ON THIS FORM \*\*\*\*\*

**REPLACEMENT PARTS ORDER:**

PART #	
DESCRIPTION:	
QUANTITY:	

**AUTHORIZATION (DOBBIN – FOR INTERNAL USE)**

DATE:	
NAME:	
SIGNATURE:	

E-mail completed form to: [customerservice@dobbinsales.com](mailto:customerservice@dobbinsales.com) or  
 FAX: ATTN: Customer Service (905-264-8445) toll Free (1-800-606-7636)