

Sales Office

Order Number		Sales Person	
Customer		Date	
Cancellation Reason (please tick)		Operator Error	Customer Cancellation
Details			
Order Details			
Work Order Number(s)	Item Number(s)	Description	
Cancelled Off BPCS		Date	

Production Office

Route Cards Destroyed By		Date	
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Confirmation Of Cancellation from Production Control to Sales

Order Number		Sales Person	
Customer		Date	
Route Cards Destroyed By		Date	

Finance

Pro-Forma invoice?	Y / N	P/F No:	Initial/Date	
Cancellation charge raised?	Y / N	Invoice:	Initial/Date	
Refund due to customer	Y / N	Value:	Initial/Date	