OS&D Report: Over, Short and Damaged

CargoLens

SHIPMENT

Date received | Time | Receiver name | Dock door

Carrier | PRO number | BOL number

PO number | Shipper or origin | Trailer number

Seal number | Seal intact? ☐ Yes ☐ No ☐ Missing | Pallets on BOL

LINE BY LINE

#	Item or SKU	Lot or batch	Qty on BOL	Qty received	Over	Short	Damaged	Unit	Damage or note
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

DAMAGE

☐ Crushed ☐ Punctured ☐ Wet or water ☐ Load shift ☐ Broken pallet ☐ Wrap failure ☐ Leaking ☐ Contaminated ☐ Other

Where in the trailer: ☐ Nose ☐ Middle ☐ Tail ☐ Throughout Packaging: ☐ Intact ☐ Minor ☐ Moderate ☐ Severe

Number of photos taken | Photo file names or IDs | Concealed damage? (found after delivery)

Description of damage

DECISION

☐ Accepted, no exceptions ☐ Accepted with exceptions ☐ Partially refused ☐ Refused

Exceptions written on the delivery receipt? ☐ Yes ☐ No Driver given a copy? ☐ Yes ☐ No

Reason for refusal

SIGNATURES

Receiver signature | Driver name | Driver signature

NOTICE AND FOLLOW-UP

Carrier notified (date, how) | Vendor notified (date, how) | Claim number | Follow-up owner

Tips. Write every exception on the delivery receipt before the driver leaves, and keep a copy. Photograph the load before anything moves, then each damaged item close up with its label. Carrier claim rules and time limits vary, so check each carrier's tariff.

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