

## Order Cancellation Notice

Issued:

Revised:

**Sales Office**

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

**Production Office**

<b>Route Cards Destroyed By</b>		<b>Date</b>	
---------------------------------	--	-------------	--

**Confirmation Of Cancellation** from Production Control to Sales

<b>Order Number</b>		<b>Sales Person</b>	
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	