**РЕКЛАМАЦИОННЫЙ АКТ №\_\_\_\_\_\_\_\_ от « *» 201\_ г.***

1. Юридическое лицо-составитель акта: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Дата и номер накладной, по которой получен товар \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Поставщик товара\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Наименование товара** | **Артикул** | | **По документам** | | | **Фактически оприходовано** | | | **Недостача** | | **Излишки** | | **Вид и характер упаковки** |
| **кол-во** | **цена** | **сумма** | **кол-во** | **цена** | **сумма** | **кол-во** | **сумма** | **кол-во** | **сумма** | **(указать заводская или сборная,**  **целостность)** |
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Члены комиссии:

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| должность | подпись | расшифровка |
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| должность | подпись | расшифровка |

Заключение комиссии\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Сроки рассмотрения претензий: 1.По качеству –45 дней после поступления товара клиенту**

**2.По количеству – 5 дней после поступления товара клиенту**