**РЕКЛАМАЦИОННЫЙ АКТ №\_\_\_\_\_\_\_\_ от « *» 20\_\_ 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** | | | | | **Брак** | | **Недостача** | | **Излишки** | | **КОММЕНТАРИИ ПО**  **ПЕРЕСОРТУ И**  **БРАКУ** |
| **кол-во** | | **цена** | | **сумма** | **кол-во** | **сумма** | **кол-во** | **сумма** | **кол-во** | **сумма** |
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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** Должность \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

**2.По количеству – 5 дней после поступления товара клиенту**  Подпись \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / Расшифровка \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Место для печати