



# Moen Order Discrepancy Authorization Form

Please use this form if Moen created an error on your Purchase Order that resulted in any of the following:

- Wrong Part/Sku or finish ordered/shipped by Moen
- Incorrect Qty Ordered/Shipped by Moen
- Expedited shipping/Air Freight request missed on PO
- Drop Ship address missed on PO
- CJQ Pricing missed on P.O.

Customer/Order Information				
<b>Customer Name*</b>			<b>Contact Person*</b>	
<b>Delivery/Invoice #</b>	<b>Purchase Order #</b>	<b>City</b>	<b>State</b>	<b>Zip*</b>
<b>Phone Number*</b>	<b>Email Address</b>	<b>Fax Number</b>	<b>Date</b>	
Comments/ Reason for Request if not due to a Shortage or				

OS and D Information			
Line	Model Number	Qty.	If Overage - Debit or Return
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fax **completed form to** 1-800-848-6636  
 Credit will not be processed without approval.  
 For questions regarding submission, please contact your Moen Customer Service Team