

## Rejection of Shipment Notice

**HMS, Inc.**

**1111 East Street - Hometown, USA**

**(111) 555-1111**

---

[ Date]

[ AddresseeXX  
XXXXXXXXXXXX  
Theirtown, USA]

To: [ seller]

On \_\_\_\_\_, 20\_\_\_\_, we received items ordered from you on our purchase order # \_\_\_\_\_. The items are rejected for the following reason(s):

- Merchandise was delivered in damaged condition (see attached explanation).
- Items delivered are defective (see attached explanation).
- The order was not delivered within acceptable delivery timeframe (see copy of our purchase order # \_\_\_\_\_ attached).
- Merchandise delivered was not what was specified on purchase order (see attached explanation).
- The prices on your invoice are not in compliance with prices on the purchase order accepted by your firm.
- Backorders are not acceptable—order was to be shipped complete or not at all.
- Other—see attached explanation.

Upon receipt of your shipping instructions, we will return the merchandise at your expense. This rejection does not limit or waive any other legal rights we may have.

Sincerely,

H.M. Smith