

RECEIPT OF TRANSPHARM DELIVERIES

Dear Valued Client,

In an effort to improve our resolution of delivery queries, we urge you to please take note of the following guideline.

- When you receive your stock, please check and tick off each invoice and box as printed on the trip sheet.
- **Should you notice that you do not have a box that is printed on the trip sheet, please make a clear note on the trip sheet (see below example).**
This will assist us in making a prompt investigation and rectify the error. You will still need to inform Client Services of the missing box or parcels.
- Transpharm will always seal a box and if you see or suspect that the box has been tampered with, **DO NOT** accept the stock and notify Client Service immediately.

Transpharm will not bear responsibility of any short deliveries if above guidelines were not followed.

Example:

CLIENT : 10111 / NO NAME PHARMACY , PRETORIUS STREET, PRETORIA TEL: 012 377 9000				
INV3413755, 12737662 - BOX ✓				
INV3413757, 12737698 - BOX ✓	12737699 - BOX ✓	12737700 - BOX ✓	12737701 - BOX ✓	12737702 - BOX ✓
INV3413758, 12737792 - BOX ✓	12737793 - BOX ✓	12737794 - BOX ✓		
INV3413759, 12738619 - BOX ✓	12738620 - BOX ✓	12738621 - BOX ✓	12738622 - BOX ✓	12738623 - BOX ✓
INV3413762, 12737535 - PARCELS				

Did not receive

TOTAL	PACKS	BOXES	FRIDGE	SCHEDULE
18	2	16	0	0

RECEIVED: Piet SIGNATURE: [Signature] DATE: 16/01/2015 TIME: 08.53

Kind Regards,

Transpharm Management