

Date:

### Damaged Item Notification

Vendor: Ollix	Email to: cs@ollix.com
Account # 111-65678	PO # 072425KGDR1
Item # MT100-1204	Invoice # 54288137
Sales Rep: Sandra Jones	Rep's email: sandradjsales@gmail.com

**Description of Damage:**

- One of the chair backs is not flush with the right side.
- One of the chair backs is cracked.

**Suggested Solutions:**

- We would like to get a replacement part ASAP.

**Pictures of damage:**

\*\*\*\*See pictures on following pages\*\*\*\*

