



## Cancellation Form

Request Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address  
for Acknowledgement: \_\_\_\_\_

Customer Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Customer Purchase Order #: \_\_\_\_\_

Kroll Sales Order #: \_\_\_\_\_

Complete Part Number(s) & Quantities to be Cancelled: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason(s) for Cancellation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Print Name (Required): X \_\_\_\_\_

Signature (Required): X \_\_\_\_\_

Confirmation of your cancellation will be emailed to you in the form of an order acknowledgement with a letter 'C' to the left of the item(s) cancelled in the disposition column (denoted by letters 'Disp.').

<i>For Kroll Office Use Only</i>
Salesperson: _____
Confirmed Cancellation Date: ____/____/____
MFG Rep. Auth: _____
Restock? _____%
Cancelled Off PO by: _____