

Material Reject Request Form

Value Added Processing, Inc. strives to ensure that high-quality metal material is sourced and delivered to our customers in good condition and in alignment with customer expectations. If any material purchased through Value Added Processing, Inc. fails to meet your needs, please complete this form and return with high-importance to: mmazur@vapsteel.com, and accounting@vapsteel.com. **Any rejected material MUST be submitted to our team using this standard request form, and we must be notified within 30 days of receipt of material at your facility. After review, any approved rejects must also be returned to Value Added Processing, Inc. in original form within 2 weeks of approval.**

Customer Name: _____ **Point of Contact:** _____

Phone #: _____ **Date Material Arrived at Facility:** _____

Date of Rejection: _____

I certify that the information I have provided on this form and any accompanying photograph(s) is a true, accurate, and complete depiction of the material we received. I also certify that the material arrived at our facility in the condition described herein.

Signature: _____ **Date:** _____

VAP Invoice #	Customer Tag #	VAP Coil #	Rejected Weight (lbs)	Reject Reason	Description of Issue
				<input type="checkbox"/> Fractures <input type="checkbox"/> Cracking <input type="checkbox"/> Rolled-over Edge <input type="checkbox"/> Coil Damage <input type="checkbox"/> Other _____	
Additional Instructions: Please include any photos of the coil(s) you are rejecting. We will not review or approve rejection requests without photographs of the coil(s) in-question.					

VAP Reviewer: _____ **Rejection Approved:** **YES** **NO**

Rationale: _____

Signature of VAP Reviewer: _____ **Date:** _____