## **Delivery Delay Cause Report Form**

| Report Date                 |
|-----------------------------|
|                             |
| Reported By                 |
|                             |
| Delivery ID / Order No.     |
|                             |
| Customer Name               |
|                             |
| Scheduled Delivery Date     |
| A ctual Delivery Deta       |
| Actual Delivery Date        |
| Delay Duration (days/hours) |
|                             |
| Delay Cause                 |
| <u> </u>                    |
| Description / Details       |
|                             |
|                             |
| Corrective Actions          |
|                             |
|                             |