**[Short Client Name]**

**Nonconforming Service Report (NSR)** Rev. [Rev Number]

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| **Date:** |  | **Reported by:** |  | **Recorded by:** |  |
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| **Summarize the reported service nonconformity.** Attach or reference applicable documentation (emails, etc.) | | | |
| **Initial Review:** | Nonconformity affirmed, proceed with investigation  Nonconformity could not be affirmed or replicated; stop and monitor for further occurrences  No nonconformity; stop. | | |
| **Initial Review by:** | |  | **Date**: |

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| **Root cause analysis:** | | | |
| **Disposition**  (check all that apply) | Issue Refund  Provide corrected service. Details:  Provide new services. Details:  File [CAR Form Abbreviation]; reference [CAR Form Abbreviation] #:  Customer waiver. Details:  Other action. Details: | | |
| **Notes**: | |  | |
| **Disposition Approval by:** | |  | **Date**: |
| **Customer**  **Approval by:** | |  | **Date**: |