⊘ ChecklistGuro

Shipping & Fulfillment Issue Resolution Checklist

Issue Identification & Documentation

Gather initial details and accurately record the problem.

Order Number

Enter a number...

Customer Description of Issue

Write something...

Issue Category

☐ Shipping Delay
☐ Damaged Goods
☐ Incorrect Item
☐ Missing Item
☐ Address Issue
☐ Other

Date Issue Reported

Enter date...