**[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**:       |