

# Audit Report – Sample

Supplier: LaundryPro Ltd.

Date: 2025-06-21

Verified items: hotel textile delivery vs. invoiced quantities

Item	Billed Qty	Delivered Qty	Unit Price	Price Difference
Handtowel	120	100	€0.80	€16.00
Bathtowel	200	180	€1.20	€24.00
Duvet Cover	75	60	€2.50	€37.50
Pillowcase	180	180	€0.60	€0.00
Bathmat	90	75	€1.00	€15.00
Tablecloth	50	45	€1.80	€9.00

**Total Estimated Loss: €101.50**

Recommendation:

*Please contact your laundry supplier to dispute the discrepancies listed above.*

*Attach this audit report with your claim and request a credit note or corrected invoice.*