

COMPLAINT REPORT NO.

1. Basic Data:

The complaint was made by:

On:

Further information:

The faulty product:

Contract (order) no.:
dated:

Handover document:
dated:

Confirmation of receipt of the complaint notified
to the customer by letter or e-mail on:

Subject of complaint:

2. Complaint description:

Date, signature:

3. Manufacturer's statement on handling the complaint:

Date, signature:

4. Remedial action (for recurring cases):

Date, signature:

5. A record of the implementation of the remedy and settlement of the complaint

Date, signature:

6. Quantification of the complaint: (Manufacturer)

Discounts and refunds:

Other:

Altogether:

Date, signature:

Attachments: