**COMPLAINT FORM**

**Name of the goods under complaint:**

**Quantity to be complained:**

**Identified defect, description of the defect, circumstances of its occurrence:**

**Delivery note or invoice number (to which the claimed goods relate)**:

**Complainant:**

**Tel./email:**

**………………………………………………………….. …………………………….**

**Place and date when the defect was discovered Signature**

**Complaint processed on (day):**

**Method:**

**Responsible person:**

**Date: Signature:**