**Customer Complaint FormC:\Users\ramil\AppData\Local\Temp\msohtmlclip1\01\clip_image002.png**

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| --- | --- | --- |
| CUSTOMER INFORMATION | | |
| Customer Name: | | Customer Phone: |
| Customer Address: | | |
| Contact Name: | | Contact Position: |
| Customer P.O. No.: | | Invoice Number: |
| Product Number: | | Product Description: |
|  | | |
| COMPLAINT INFORMATION | | |
| Complaint Date: | | Complaint Taken By: |
| Complaint Details: | | |
| First Response Corrective Action: | | |
| Suspected Cause: | | |
| Corrective Action Person(s): | | |
| Corrective Action Follow-up: | | |
| What steps should be considered to avoid a repeat of the problem: | | |
| Date: |  | |

Signature of person completing this form