

COMPLAINT REPORT

(to be completed by the customer)

Company / name and address of the buyer:

Contact person:

Telephone/Fax:

Mobile phone No.:

E-mail-address:

Company ID Number:

(and TIN)

Notes:

Return shipping address:

(If it matches the address stated above, do not fill in!)

Goods under complaint:

Purchase date:

(Invoice date)

Invoice number:

Detailed description of the fault:

Suggestion how to handle the complaint:

1. When exercising the rights of liability for defects, it is appropriate to attach proof of purchase or invoice, if any, or other document proving the purchase of goods.
2. When sending the goods, the buyer is obliged to pack the goods in a suitable packaging so that it cannot be damaged or destroyed.

Date: _____

Buyer's signature: _____

(to be completed by the seller)

Date of the complaint acceptance:

The complaint is handled by:

Seller's statement:

Date:

Seller's signature: