

Customer Complaint Notification

Customer Name:

Address / Location:

Sales Order no. / ref.:

Sales Order Date:

Product(s):

Batch No.:

Complaint Aspect:

Product Quantity received

Product Performance / Quality

Documentation

Labeling, Packing, and Wrapping

Shipping & Logistics

Others

Summary of complaint

Please include as many details as possible i.e., date, time, concern and/or what action is being suggested.

Submission done by Client,

Representative's Name:

Position:

Date: