

Complaints Form

Please complete this form.

1. Contact details

Company	
Contact person	Customer number
Address	Postcode, Town/City
Phone	E-Mail

2. Order information

Order number	Invoice number
Date of delivery	Product
Item number	Quantity

3. Reason for the complaint

- Damaged goods
 Incomplete delivery
 Transport damage
 Wrong item delivered
 Malfunction
 Other:

4. Description of the complaint

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Continue to the next page

5. Requested Solution

- Replacement Credit note Other:
- Repair Refund

6. Attachments (please select and attach the relevant files via email)

- Photos
- Delivery note
- Invoice

Place, date Customer Signature