

### CUSTOMER COMPLAINTS INFORMATION SHEET

CLASSIFICATION :  Verbal  Written

DATE: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

QUANTITY: \_\_\_\_\_

CUSTOMER: \_\_\_\_\_

DETAILS OF COMPLAINTS :

COMPLAINT # : \_\_\_\_\_

NATURE OF COMPLAINTS :

Quality

Missing Units

Delayed Delivery

Environment

Documents

Others, pls. Specify

CONCERNED SECTION : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIONS TO BE TAKEN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT**

Prepared by : \_\_\_\_\_

Checked by : \_\_\_\_\_

Verified by : \_\_\_\_\_

Approved by : \_\_\_\_\_

Received by : \_\_\_\_\_