

Complaint Form

Complaints Procedure, Issue No.5; Annex No. 1

1. Customer details	
Name/Organization	
Address	
Company ID	
Phone number	
E-mail	
Personacting on behalf of the Customer	
Phone Number	
E-mail	
Customer's contact person	
Phone Number	
E-mail	
2. Subject of the complaint	
3. Description of the claimed goods	
Product name	
Batch number	
Quantity of claimed goods	
Delivery date	
Delivery note number	
Invoice number	
4. Other information related to the complaint	
5. Findings of the defect	
Place:	Date:
Method:	
6. Proposed solution of the complaint	
7. List of attachments (copies of all documents related to the complaint)	
8. Place, date of filing the complaint form, name, and signature	
Place:	Date:
Signature of the person acting on behalf of the Customer:	Name of DONAUCHEM representative:
	Signature of DONAUCHEM representative: