

Letter of Complaint

Date/Reg. No. _____

Our purpose is to solve the complains in a short time and in favor to our customers.
Therefore we ask you to fill this document with relevant informations so we can quick solve the issues.

Customer info: *

Your Name / Company:

Invoice No.:

Complaint issue:

- invoicing errors
- package incomplete/missing products
- received different product (other that ordered)
- product not complying with specifications
- received damaged products

Details:
.....
.....

What is your proposal in order to solve this complaint?*

.....
.....
.....
.....

**mandatory fields*

Settlement (to be filled by Ellemental)