

# COMPLAINT FORM

.....  
(town, date)

.....  
(Company seal)

1. Delivery date ..... — ..... — .....

2. Delivery confirmation number .....

3. Position in the order .....

4. Window dimension (lg/ht) .....

5. Fault description .....

.....  
*Window, fault, flaw sketch*

6. Proposition of removal method .....

## Installation address:

1. Surname and first name of individual client .....

2. Address .....

*(post code, town, street, number)*

3. Phone .....

4. Possible fault cessation time .....

*(when client is available at the given address)*

5. Comments:

.....  
*(Legible signature of the person that reports the complaint)*