

# WesTech Component Co., Ltd

Customer Complaint Form



## 1. Customer Details

Title (Mr., Mrs., etc)

Family Name (Surname)

Given Name

Company name

Company Address (include Post code)

Business telephone Number

Mobile number

Position

Email Address

## 2. Details of the goods

Date of purchase

P.O Number

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Description of the goods including part number, brand, package, type, purchase method, and any other.

## 3. Details of the complaint

4. What method is use in testing the part before application? ( if a device is use for testing the result should be attached to this form)

I have read and understand all questions on this form. I shall be fully responsible for my answers which are true and correct. Any false, misleading or incomplete statement may result to refusal of this complaint.

Signature over printed name:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action taken

Supplier signature:

Date: \_\_/\_\_/\_\_

Customer signature:  
(For customer acceptance)

Date: \_\_/\_\_/\_\_