



QF 7.9-1 COMPLAINT CARD

Incoming No...../ Date

Reason for submitting the complaint (one or more).

Table with 2 columns: Reason for submitting the complaint, and an empty column for notes. Rows include: data not included in a test report, unfulfilled arrangements, missed deadlines, test/sampling protocol error, suspected wrong result, suspected incorrect sampling/testing, non-compliance with a code of ethics.

Organization data

Name of the legal entity:

Address:.....

Contact person:.....

Phone:.....

e-mail :

I would like to receive an answer :

By courier to the address:

on e-mail address:

Personal

Briefly described the complaint

Request by the client for further actions by the laboratory :

Deadline for response :

In the bearer of the complaint :..... / surname , signature /

Accepted the appeal :... / surname , signature /