

## RECORD OF COMPLAINT

**(filled in by the customer)**

**Company/name and address of the buyer:**

**Contact person:**

**Phone/fax:**

**Mobile phone:**

**E-mail:**

**Notes:**

**Commercial registration number:**

(and tax identification number)

**Return address for delivery of goods:**

(If same as above, leave empty!)

**Returned goods:**

**Date of purchase:**

(Date of invoicing)

**Invoice number:**

**Detailed description of the defect:**

**Proposed resolution of the complaint:**

1. When exercising rights relating to liability for defects, it is advised to enclose a proof of purchase of the goods or an invoice, if one has been issued, or another document proving the purchase of the goods.
2. When sending goods, the buyer is obligated to pack the goods in suitable packaging to prevent damaging or destruction of the goods.

**Date:** \_\_\_\_\_

**Buyer's signature:** \_\_\_\_\_



**(filled in by the seller)**

**Date of receiving the complaint:**

**Complaint handled by:**

**Seller's statement:**

**Date:**

**Seller's signature:**

