|  |  |
| --- | --- |
| **Company details** |  |
| **Complaining person** |  |
| **Desctiprion of claimed goods** |  |
| **Quantity of claimed goods** |  |
|  **Delivery Note Nr.**  | **Invoice Nr.**  | **Value of claimed goods** |
| **Reason for making a complaint** |  |
| **Is the warranty applicable to the claim? YES NO** |
| **Customer´s statement to determine the method of** **resolving the complaint:** |  |
| **Supplier's statement****on determining the method of resolving the complaint:** |  |
| **Issued in: date:** |
| **Customer´s stamp and signature:** | **Supplier´s stam and signature:** |
| **Corrective measures taken** (continue on the second page of the protocol if necessary):**Corrective measures check, date:** | **Approved by:**  |
| **Checking corrective actions** (continue on the second page of the report if necessary): | **Approved by:**  |

ALL CLAIMS AND RETURNS MUST BE SENT TO THE FOLLOWING ADDRESS ONLY:

**MEKR´S s.r.o., Regnerova 1101, 542 32 ÚPICE**