



**VERTITECH QUALITY CERTIFICATION SDN BHD**

Form : VQC-F10  
Issue No. : 1  
Rev. No. : 0  
Rev. Date : 1.11.2022  
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**CUSTOMER'S COMPLAINT**

Ref. No. :

CAR/NCR No. :

**Section 1: Complaint**

Customer's Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Customer's Contact: \_\_\_\_\_ Complaint via :  Email

Date of Complaint: \_\_\_\_\_  Verbal

**Complaint Information**

Telephone

Others : \_\_\_\_\_

Recorded by:

Signature : .....

Staff Name : .....

Date : .....

**Section 2: Clarification of Complaint With Customer (By Technical Manager) via**

Email  Verbal  Telephone  Others: \_\_\_\_\_

Notes: \_\_\_\_\_

**Signature:**

**Name :**

**Designation: Technical Manager**

**Date :**

**Section 3: Resolution of Complaint**

**Name:**

**Signature:**

**Date:**