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Customer Complaints Form

1. Customer Database	Date: Company: Address:	E-Mail: ☎ + Fax + Reported by (Name, Position):	
2. Explanation of Problem	<input type="checkbox"/> not satisfied with product or service <input type="checkbox"/> order incorrect <input type="checkbox"/> delivery issues <input type="checkbox"/> incorrect information received		
3. Complaints Area	<input type="checkbox"/> Quality Management <input type="checkbox"/> Sales / Distribution <input type="checkbox"/> Sales Support / Administration <input type="checkbox"/> Logistics		
4. Description of Issue - please justify	Problem	Description	Documents
	➤ ➤	➤ ➤	➤ ➤
5. Next Steps	Expectations by Customer		Expectations Digimesa
6. Review	Date	Reported by Name: Tel.:	