
	PREMIER MAGNESIA - GILES CHEMICAL			
	COMPANY FORM			
	Reporting Customer Complaint	Page : 1 of 1	Revision : 04 Date : 9/23/11	
	Author: Deborah Durbin	Plant: Waynesville, Greendale	Area: Quality	

CUSTOMER COMPLAINT
INCIDENT INVESTIGATION INITIATION FORM

COMPANY: _____

NAME/TITLE: _____

PHONE/EMAIL: _____

SUPPLIER/LOCATION: _____

TRAILER/RAILCAR #: _____

COMPLAINT: _____

BILL OF LADING: _____

DATE OF SHIPMENT: _____

MARKETING AUTHORIZATION TO CONTACT CUSTOMER:

(Date)

CSR: _____

(Date)

GILES SALES PERSON: _____

AMOUNT TO CREDIT CUSTOMER (if applicable): _____

COST OF CLAIM TO GILES: _____

DATE INVESTIGATION COMPLETED: _____

DATE CSR, MARKETING, SALES NOTIFIED OF COMPLETION: _____