Product Quality Report Form

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| --- | --- | --- |
| To: {{receiver}} | Ref. No.: | {{refNumber}} |

|  |  |
| --- | --- |
| Reporter Name: | {{reporterName}} |
| Reporter Rank: | {{reporterRank}} |
| Department Name: | {{departmentName}} |
| Tel. No.: | {{telephone}} |
| Date: | {{reportDate}} |

|  |  |
| --- | --- |
| Product Name: | {{productName}} |
| Manufacturer: | {{manufacturer}} |
| Batch No.: | {{batchNumber}} |
| Quantity: | {{quantity}} |

Complaint:

{{natureOfComplaint}}

Sample Retained:

{{isSampleRetained}}Yes, Number of Sample Retained: {{retainedCount}}

{{noSampleRetained}}No, Reason of Not Retaining Sample:

{{reasonOfNotRetainingSample}}