**Assets Complaint Form:**

|  |  |
| --- | --- |
| Company Name: | Name of the Laptop/Desktop: |
| Name of the employee: | Asset ID: |
| Designation: | Model No.: |
| Department: | Brand Name: |
| Branch: | Serial No.: |

**Complaints Information:**

Date of complaint:

|  |
| --- |
| Reason for complaint: |
| Please provide the details: |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Sign TL/Manager Sign EA Sign

------------------------------------------------------------------------------------------------------------------------------------------------------- **For IT Dept:**

Received date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IT sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solution:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Resolved date: | IT Sign: |
| Received by: | Received by TL/Manager: |