REQUEST FORM

FOR CUSTOMER SERVICE

[YOUR COMPANY NAME]

Date:

**REQUEST FORM FOR CUSTOMER SERVICES**

| **CUSTOMER INFORMATION** | | | | |
| --- | --- | --- | --- | --- |
| **Date** |  | | | |
| **Customer Name** |  | | | |
| **Address** |  | | | |
| **Phone** |  | | | |
|  | | | | |
| **SERVICE REQUEST INFORMATION** | | | | |
| **MERCHANDISE PROBLEMS:** | | | **DELIVERY PROBLEMS:** | |
| Order not filled | |  | Bad address |  |
| Defective product | |  | Customer not in |  |
| Repair problem | |  | Delayed/lost in transit |  |
| Wrong merchandise sold | |  | Damaged in transit |  |
| Amount charged in error | |  | Mdse. Missing in package |  |
| Credit/refund not issued | |  | Other |  |
| Other | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| **OTHER INFORMATION** | | | | |
| **comments:** | | | | |
| **DISPOSITION:** | | | | |

Signature of the person who filled this form

