

Product Complaint Log Form Sample

This **product complaint log form sample** helps businesses systematically record and track customer grievances related to their products. It ensures efficient handling and resolution of issues while maintaining detailed records for quality improvement. Utilizing this form promotes transparency and enhances customer satisfaction through organized complaint management.

Instructions: Please complete all applicable fields. Submit the completed form to the designated quality assurance or customer service representative.

Product Complaint Log Form

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|---------------------------|---|
| Date Received | <input type="text"/> |
| Complainant Name | <input type="text"/> |
| Contact Information | Email: <input type="text"/> Phone: <input type="text"/> |
| Product Name/ID | <input type="text"/> |
| Batch/Serial Number | <input type="text"/> |
| Purchase Date | <input type="text"/> |
| Nature of Complaint | <div>Describe the issue in detail</div> <div></div> |
| Actions Taken | <div>Describe steps taken to resolve (if any)</div> <div></div> |
| Resolution Status | <div>Select</div> <div></div> |
| Assigned Staff/Department | <input type="text"/> |
| Follow-up/Notes | <div>Any follow-up actions or additional comments</div> <div></div> |

Submit Complaint