VENDOR COMPLAINT REPORT

Name: ____________________________ email: ____________________________ Phone No. ____________________________

Date of Complaint: ____________________________

Purchase Order No. (If applicable): ____________________________

Vendor Name: ____________________________

Vendor Contact: ____________________________

Name: ____________________________ Phone No. ____________________________

Description of Good or Service: ____________________________

Please be accurate, complete, and factual. Complaint reports become a permanent record of the vendor concerned and may determine the manner in which a complaint will be settled. Be sure to furnish all necessary information so appropriate investigation of the complaint can be made.

NATURE OF COMPLAINT

☐ Quality
☐ Delivery
☐ Customer Service
☐ Other: ____________________________

REMARKS

EMAIL COMPLETED FORM TO: pps@uchicago.edu