**REQUEST FORM FOR CUSTOMER SERVICES**

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| **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