

DOUGHERTY COUNTY SCHOOL SYSTEM

Child Nutrition Services

PRODUCT / VENDOR COMPLAINT FORM

Complete this form to report complaints against vendors, products (purchased or commodity), or services used within Child Nutrition Services. Be sure to furnish all necessary details so that a satisfactory settlement of the complaint can be made. Please verify all information to insure accuracy. Complaint reports become a permanent record of the products and/or vendor concerned. This report must be accurate to guarantee equitable settlement and to serve as a guide for future action.

PRODUCT / VENDOR NAME: _____

NATURE OF COMPLAINT:

Give detailed explanation of complaint in space provided. Be specific

_____ **Quality of product is inferior / unsatisfactory**

_____ **Service / workmanship unsatisfactory**

_____ **Quantity delivered in excess of order**

_____ **Quantity delivered less than ordered.**

_____ **Other (specify)**

Site Supervisor's Signature

Date