

VENDOR COMPLAINT FORM

When you have a problem with any vendors, related to quality of product, delivery, substitutions, unjustified price increases, excessive freight, etc. ***please complete this form*** so that the District will have a written documentation to possibly consider when making future awards.

Vendor Name:	Sales Representative:
Vendor Phone #:	PO#:
Today's Date:	Time Frame of Problem:
Campus/Department:	Campus/Department Contact Name:
Campus/Department Phone #:	Campus/Department E-Mail:

Problem or complaint: _____

Was the vendor contacted? ☐ Yes ☐ No

If yes:

Date(s) the vendor was contacted: _____

Person that was contacted: _____

What actions were taken by the vendor, or representative, to correct the problem?

Was the problem handled in an appropriate and timely manner? ☐ Yes ☐ No

If no, please explain:

Please fax, email or send inter-campus mail to:

Diane Billmeier, Purchasing Supervisor

Fax: 817-949-8292

Phone: 817-949-8257

Email: diane.billmeier@southlakecarroll.edu