

Stationery Complaint Form

Upon receipt of the form at NHS Supply Chain, the Customer Service Advisor will allocate a unique reference number to the incident and register the issue the same day with the appropriate Supplier.

Please complete the form clearly and in as much detail as possible and email to your Customer Service Advisor.

Contact Details

Contact Name:		Position:	
Telephone No:		Fax No:	
Email:			

Order Details

District ref/Trust Name:			
Hospital Name			
Delivery Address			
	Postcode		
Requisition point:		Requisition number:	
Delivery date of item		Depot Served by:	

Product Details

Product code:		Brand:	
Product description:			
Pack Size:			
Batch No/Lot No or Traceable code:		Use by date/Best before date:	
Description of complaint			
Purchase Order Number			

For NHS Supply Chain use only:

Reference No.:		Date received:	
CSA Name		Date sent to supplier	