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## CALL REPORT



Complaint No. : ..... Warranty Period Applicable : YES/NO

Item Name & Specifications : .....

Complain Date : ..... Report Date : ..... Report No. : .....

Customer Name	
Address	
Contact Person	
Contact Number	
Complaint Details	

Start Time & Date : ..... Site Arrival Time : .....

.....After Arrival at site : .....

Item Specifications : ..... Item ID No.....

Fault Observed			
<b>Can the Problem be solved on site : Yes / No</b>			
	<b>YES</b>		<b>NO</b>
Suggested Corrective Action		Committed Date of	
Resources Needed		Actual Date of Delivery	
Estimated Time			

Prepared By : ..... Customer Approval : .....

Work Start Time : ..... Work Completion Time & Date : .....

Corrective Action Taken	
Preventive Actions Suggested & Taken	
Work Inspected By	
Complaint Status	
Customer Remarks & Sign.	

Total Time Consumed : .....

Remarks : .....



### FOR OFFICIAL USE

Verified By : .....  
 (Name, Sign & Date)