

**FROM:** (company name)

**contact person:**

**tel:**

**e-mail:**

**Complaint  
Nr/**

**TO:**  
**POWERGATE Sp. z o.o**  
Mała 1b  
42-605 Tarnowskie Góry  
POLAND  
**contact person:**

**tel:**

**e-mail:**

**Subject of the complaint:** .....  
(product name, catalogue number)

**Quantity of defected products:** .....

**Date of purchase / invoice number:** .....  
(date of invoice, invoice number)

**Description of the application:** .....  
.....  
.....  
(machine type, role of the product in the application)

**Cause of complaint:**  
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.....  
.....  
.....  
(symptoms description / failures / suggested cause of complaint)

**Contact persons:**

.....: tel....., mail.....  
(Name Surname / position in the company)

.....: tel....., mail.....  
(Name Surname / position in the company)

**Decision – Powergate**

**According to complaint dated on:** .....- ..... 2019, complaint number: .....

**Report from the inspection and examination of complaint products:**

After the inspection and trials of ..... which where send to us .....  
we have identified the following:

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**Further complaint proceedings:**

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**Recognition or non-recognition :**

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**The way of completing the complaint:**

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Best regards,

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(Signature of decision-maker)