Klarstig

# Events Product Complaint

Explain the concern, its effect and the resolution you are seeking. Include specific dates and facts so the receiving team can investigate fairly.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Main concern ***

**Date or period concerned ***

**Relevant order case or relationship**

**How this affected you or your organization ***

**Steps already taken**

**Outcome you would like ***

**Preferred response method**

- ☐ Email
- ☐ Phone
- ☐ Written letter
- ☐ No reply requested

## Specific details

**Product name model or item reference**

Complete when relevant to this request.

**Specifications use context and details relevant to the request**

## Operating context

**Event venue and organizing team**

Complete when relevant to this request.

**Setup schedule guest access supplier coordination and deadlines**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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