

**REPORT OF UNSATISFACTORY MATERIALS AND/OR SERVICE**

<b>Purchase Order No.:</b>	<b>TC/Contract No.:</b>
Vendor Name:	User Dept/Div:
Address:	Prepared by:
City, State, Zip:	Date:
Telephone No.:	Dept/Div Head Signature:

<b>STATEMENT OF PROBLEM: (<i>Specifics of Unsatisfactory Materials or Service</i>)</b>
<i>Attach supporting documentation</i>

*Use reverse side or attachments if necessary*

<b>Vendor's Response to Complaint</b>
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**To Above Referenced Vendor:** The above complaint has been submitted by a County department/division. In the space below (or via attachment), kindly respond within 10 days. Failure to respond could result in withholding payment on your invoice or could be cause for disqualification from future bidding for Escambia County.

<b>Response:</b>

<b>Vendor Representative</b>	<b>Signature:</b> <b>Date:</b>
<b>Title:</b>	<b>Telephone No.:</b>