

**Empire – Emco, Inc.**  
**Quality Complaint Questionnaire**  
(Please complete all entries for quickest resolution)  
Please return completed form to:

Customer:

PO #:  
B/L #

Date:  
Ship Date:

Item Desc:

Quantity Involved:

Rejection

Warning

Nature of Complaint: (If multiple, list separately)

Have samples of quality issue been sent to Empire or Plant: Yes

No

If samples have not been provided have you provided a picture of problem

Yes  No

(Samples must be supplied to determine exact nature and cause of problem)

Number of Samples required:

If ware has been rejected is replacement required:

Yes

No

Credit only: Yes

No

When was problem found:

Information from carton markings (If possible please attach label or copy of label)

Lot Number:

Production Date:

Box No.

Cavity Number

Shift

Has any sorting been done: Yes  No

If yes, how many:

Percentage of quality issue:

Percentage of order filled:

Percentage of order reviewed: