

INTERN OFFICE QUALITY COMPLAINT MEMO

Date: _____ IFQCM # _____

To,
Manager,
Melissa Mayor,
Quality Control., Unit - I

From,
Manager,
John Carter,
Production. , Unit - 1B

The following Materials are identified:

Name of Customer	Job Order No. & Date	Material Defects / Complaint Raised on Production Stage

Product Description

Nature of complaint

Product Description

Nature of Defects Identified

Sender Sign. _____ Received by: _____ Sign. _____

Date of Re-inspection _____ Inspection Conduct by: _____ Sign. _____