

COUNTY OF CUMBERLAND

PURCHASING OFFICE
164 WEST BROAD STREET
BRIDGETON, NJ 08302
856-453-2132

REPORT OF UNSATISFACTORY MATERIALS OR SERVICE

Vendor: _____ Date of Complaint: _____

Purchase Order: _____ Department: _____

Date of Contract/Purchase Order: _____

Report Prepared By: _____ Signature: _____

Statement of Problem: Specifics of Unsatisfactory Material or Service (Explain)

(Use Reverse Side if Necessary)

VENDOR'S RESPONSE TO COMPLAINT

Vendor: Please complete and return to the County of Cumberland Purchasing Office, Attn: Purchasing Agent

To Vendor: The above complaint has been submitted by:

Name & Department: _____

Kindly respond within _____ days. Failure to respond could result in withholding payment of your invoice or could be used for disqualification from future bidding for the County of Cumberland.

Vendor Representative: _____ Title: _____

Signature: _____ Telephone Number: _____