

**COMPLAINT FORM – TOPTEXTIL**

**NOTE**

To have the complaint examined, fill in all the data in the complaint form and enclose the following documents. **The complaint shall not be examined** until filling in of the complete form and enclosing all the required documents.

1. The name of the company filing the complaint: .....
2. Address: .....
3. First and last name of the person filing the complaint: .....
4. Contact phone to the person filing the complaint: .....
5. Date and place of purchase of the cloth: .....
6. The number of the invoice for the purchase of the cloth: .....
7. The date of sale of the cloth or furniture (in the complaint applies to cloth on a finished piece of furniture, enclose a copy of the proof of purchase of this furniture by the Client): .....
8. Cloth name and colour code: .....
9. Roll number (from the label): .....
10. Length of the complaint in m: .....
11. Date of finding out of the defect (when the complaint applies to a finished piece of furniture, enclose a copy of the complaint note from the Client): .....
12. Reason for complaint: .....
13. Request of the complaining party: .....

.....  
(Date of filing the complaint and legible signature)

*The roll of the defective cloth has to be enclosed with the complaint note!*  
*Keep the covers under the complaint with the complaint note for the cloth on the finished piece of furniture!*

Email the filled in form to: reklamacje@toptextil.pl or send by mail to:  
*Toptextil sp. z o.o., ul. Lwowska 40, 34-100 Wadowice*