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| a&t FOOD CONTROL LABORATORY | ***CUSTOMER REQUEST FORM*** | **Document No** | 13.F.01.01 |
| | | **Revision No/Date** | 05/11.05.2026 |
| | | **Issue Date** | 23.05.2005 |
| | | **Page Number** | 1/1 |

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|---|---|
| **Request No:** | **Request Date:** |
| **Method of Receipt of Request :** | *Telephone* ☐ *E-mail* ☐ *Fax* ☐ *Customer Visit* ☐ *Survey* ☐ *Internet* ☐ *Other* ☐ ..... |
| **Requestor Information** | |
| **Name and Surname :** | |
| ***Company* Name *:*** | |
| **Telephone:** | |
| **E-mail:** | |
| ***Subject of the Request*** | |
| | |
| ***Preliminary Evaluation of Customer Request*** | |
| ☐ *Customer Request* ☐ *Customer Complaint-Appeal* ☐ *Customer Suggestion* ☐ *Will Not Be Evaluated* | |
| **Evaluation Results** | |
| ☐ *Reporting* ☐ *Analysis Result* ☐ *Analysis Method* ☐ *Quotation* ☐ *Communication of Results* ☐ *Invoice* ☐ *Software System* ☐ *Sample Cancellation* ☐ *Additional Analysis* ☐ *Other(.....)*<br>*Action to be Performed :*<br>*Related Department :*<br>*Planned Completion Date :* | |
| **Is Corrective Action Required?** Yes ☐ No ☐ | **Customer Feedback Required?** Yes ☐ no ☐<br>***Date/Sign:*** |

| **Approval** | | | |
|---|---|---|---|
| **Recorded By** | **Department Chief** | **Quality Manager** | **Laboratory Manager** |
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