

VENDOR COMPLAINT FORM
GRAND PRAIRIE ISD

When you have a problem with any of the approved vendors, as far as service, quality of product, deliveries, substitutions, unjustified price increases, etc., Please fill out the following form so that you will have written documentation for the purchasing department to show the vendors.

Name of Person filing Complaint: _____

Campus/Location: _____ Phone Number: _____

Date: _____ Company: _____ Salesperson: _____

Problem or Complaint: _____

Was the company contacted? Yes No If yes, Date that the company was contacted: _____

Person that was contacted: _____ Method of Contact: _____

What actions, if any, were taken by the company, or representative of the company, to correct the problem?

Was the problem handled in an appropriate and timely manner? Yes No
If No, please explain:

If you had a choice, would you do business with this company in the future? Yes No

Please Fax To: John Orr
Purchasing Dept.
972-237-5533

From: _____
Fax Number: _____