



Company:	
Name of sender:	
Adress:	

Date: \_\_\_\_\_

Order:	Order No			
	Shipping note No			
	Type of luminaire	Number	Cause	
Description of fault:				

Causes: 1 incomplete delivery; 2 appearance; 3 mechanical damage; 4 dimension; 5 poor installation; 6 function; 7 damage by carrier; 8 other

Annexes:	Photographs	
	Invoice for order	
	Shipping note in Czech Republic	
	CRM	
	Document concerning professional installation of luminaires	

For prompt and high-quality processing, fill in the entire form and send it as soon as possible for the personal attention of the complaints officer of the company Halla, a.s. at the address [kucharm@halla.cz](mailto:kucharm@halla.cz) and wait for information about the allocated number of the complaint order with proposed solution.

Expression of complaints officer	Date of processing	Number of complaint order