

# Complaint form



Date:	
Company name	
Contact person	
Client number	
Address	

Invoice number / Order number	
Article number	
Article description	
Quantity	
Batch number: is written on the cardboard. (example NL00002 / 1111/14)	
Did you drill several holes in the pot for the water drainage.	
The pot has been moved?	
The pot is placed at horizontal level?	
Outdoor use: Have Pot Feet been used?	
Indoor use: Did you use a plastic insert?	
Explanation of the complaint?	

Transport damage? if yes, did you mention this on the transporter's delivery note?	
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Would you be so kind as to fill out this form completely and send to [sales@potterypots.nl](mailto:sales@potterypots.nl)

**Please add all photos of the damage as attachments.**

We try to resolve your complaint as quickly as possible.

Our address:

**Pottery Pots Nederland BV**  
Finlandlaan 7  
2391 PV Hazerswoude-Dorp  
The Netherlands  
Tel. +31 (0)88 445 6600