



**CITY OF WINCHESTER**

**VENDOR COMPLAINT FORM**

Any complaints regarding a vendor providing products and/or services to the City of Winchester **MUST** complete the following information. The information provided serves as a formal complaint to the Purchasing Agent and will be reviewed with the vendor and City Attorney.

**Return completed forms to:** City of Winchester  
 Attn: Purchasing Agent  
 1<sup>st</sup> floor City Hall  
 15 North Cameron Street  
 Winchester, VA 22601

Phone: 540-667-1815  
 Fax: 540-723-0238

<b>VENDOR BUSINESS NAME:</b>	<b>CONTACT PERSON:</b>
<b>VENDOR ADDRESS:</b>	<b>VENDOR PHONE NUMBER &amp; EMAIL:</b>
<b>VENDOR CONTRACT NUMBER OR AGREEMENT:</b>	<b>HOW MANY YEARS SERVED AS A CITY VENDOR?</b>
<b>DESCRIBE PRODUCTS OR SERVICES SUPPLIED TO THE CITY:</b>	
<b>DESCRIBE IN DETAIL THE CIRCUMSTANCES OF THE COMPLAINT (PLS GIVE DATES, NAMES, TIMES, ETC.)</b>	
<b>CITY'S EXPECTATION AND PROPOSED ACTION:</b>	

**I certify that the information provided is correct and complete.**

SIGNATURE

TITLE

DATE