



# USDA DoD Fresh Complaint Form

Complaint Date:

RA ID, ONY, School Name:

YNY:

Your Name:

Email:

Phone:

Issue Discovered Date:

Product:

Item #:

Description of the issue:

Additional Comments:

## ! Notice

1) Complaints must be communicated to your USDA DoD Fresh vendor within 24-hours of receiving your delivery by email. Please include this form, a description of the issue, and pictures of the issue.

*Note: You may still submit a complaint after the 24-hour period to report issues you discover. However, you may not receive credit or replacement after 24-hours.*

2) Upon delivery, please inspect the product for quality and to ensure the items are correct. You may refuse product upon delivery.