**STANDARD FORM TO FACILITATE THE RIGHT OF COMPLAINT**

To MP VIRTUAL EVENTS Ltd.

I hereby inform you that I have found a non-conformity of the service (s) with the agreed.

Subject of the claim:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………

Ordered on/Received on: ……………………………………………………………………………………………………

Preferred manner of satisfaction for services:

* Conducting the service in accordance with the contract
* Discount on the price
* Refund of the sum paid
* (circle the preferred option)

I attach the following documents:

* receipt or invoice;
* protocols, acts or other documents establishing the non-conformity of the service with the agreed;
* other documents establishing the claim’s grounds and size.

(circle the preferred option)

Size of the sum claimed:

……………………………..

Name of the User/s

………………………………………………………………………………………………………

Address of the User/s - ………………………………………………………………………………………………………

Signature of the User ……………………………………………….

(only if this is a paper form)

Date: ……………………………………………