



## **American Stamp Dealers Association Complaint Report Form**

Complete this form to register a complaint against an American Stamp Dealer Association member as provided by the ASDA Code of Ethics, the Bylaws or any relevant Standing Resolutions.

**Attach 3 copies** of relevant documents including but not limited to: Terms of sale/other agreements, sales' receipts, proof of delivery, cancelled checks, letters, etc. Send to: ASDA Complaints Manager, The American Stamp Dealers Association, P.O. Box 513, Centre Hall, PA 16828.

### **Party filing Complaint:**

Name: \_\_\_\_\_

Firm Name if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone Home: \_\_\_\_\_

Work: \_\_\_\_\_

### **Party Complained About:**

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

**Original transaction date:** \_\_\_\_\_

**Other organizations where you filed your complaint:** \_\_\_\_\_

### **Please outline your complaint below.**

Be as specific as possible. List in chronological order those actions that led to the complaint and those actions you have already taken to attempt to resolve the matter. If your complaint is the result of an Internet transaction or your response to an advertisement published elsewhere, you should file your complaint with that Internet auction/publication that carried the ad.

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***(Continue on next page if needed)***

Today's date: \_\_\_\_\_

Signature of Filing Party: \_\_\_\_\_



# **American Stamp Dealers Association Complaint Report Form:**

*(Page 2: Continued outlining complaint)*

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**Don't forget to** attach 3 copies of relevant documents including but not limited to: Terms of sale/other agreements, sales' receipts, proof of delivery, cancelled checks, letters, etc.

**Remember to sign and date the report on the other side of this page.**