

## Attachment "F"

**SCHOOL DISTRICT OF OSCEOLA COUNTY  
PROCUREMENT SERVICES DEPARTMENT**  
817 Bill Beck Blvd., Building 2000  
Kissimmee, FL 34744  
**REPORT OF UNSATISFACTORY MATERIALS  
AND/OR SERVICE**

|                    |                                     |
|--------------------|-------------------------------------|
| Purchase Order No. | Solicitation No.:                   |
| Contractor Name:   | User School/Dept.:                  |
| Address:           | Prepared by:                        |
| City, State, Zip:  | Date:                               |
| Telephone No.:     | Principal/Dept. Director Signature: |

|                                                                          |
|--------------------------------------------------------------------------|
| STATEMENT OF PROBLEM: (Specifics of Unsatisfactory Materials or Service) |
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|                                                                          |
| <i>Attach supporting documentation</i>                                   |

*Use reverse side or attachments if necessary*

**Contractor's Response to Complaint**

**To Above Referenced Contractor:** The above complaint has been submitted by a Osceola County school and/or department. In the space below (or via attachment), kindly respond within 10 days. Failure to respond, or an unsatisfactory response, could result in withholding payment on your invoice, termination of contract, or could be cause for disqualification from future bidding with the School Board of Osceola County.

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| Response: |
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|----------------------------|---------------|
| Contractor Representative: | Signature:    |
|                            | Date:         |
| Title:                     | Telephone No: |