Complaint Report Form to complete to register a complaint against an APS memb

as provided by the Society's Code of Ethics, the Bylaws or any relevant Standing Resolutions

Attach 5 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*: APS Complaints Manager, The American Philatelic Center, 100 Match Factory Place, Bellefonte, PA 16823.

Party Filing Complaint- APS No.	Party Complained About-APS No.
Name:	Name:
Firm Name:	Firm Name:
Address:	Address:
City, State, Zip Code, Country:	City, State, Zip Code, Country:
Phone: (Home) (Work)	Phone: (Home) (Work)

Original transaction date:	Other organizations where you filed your complaint:

☛ **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.

Today's date ✍	Signature of Filing Party ✍

<u>Attach 5 copies</u> of relevant documents including but not limited to: Terms of sale/other agreements, sales' receipts, proof of delivery, cancelled checks, letters, etc.

☛ **Continue outlining complaint here**

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