



	Questioning Company	Answering Company
Company	Sample Company	
Name	Max Mustermann	
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No.	Question	Answer
1	Quality of our service?	Very good Good Satisfactory Sufficient Below the requirements Not sufficient
2	Competence of our employees?	Very good Good Satisfactory Sufficient Below the requirements Not sufficient
3	Service of our employees (availability, friendliness)?	Very good Good Satisfactory Sufficient Below the requirements Not sufficient
4	Compliance with date of delivery?	Very good Good Satisfactory Sufficient Below the requirements Not sufficient
5	Documentation?	Very good Good Satisfactory Sufficient Below the requirements Not sufficient



No.	Question	Answer
6	Quality of our products?	Very good Good Satisfactory Sufficient Below the requirements Not sufficient
7	Compliance with date of delivery?	Very good Good Satisfactory Sufficient Below the requirements Not sufficient
8	Handling of complaints?	Very good Good Satisfactory Sufficient Below the requirements Not sufficient
9	Remarks?	