

# Business Contracts



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<<Company>>

# Project Problem Report

<<Address1>> <<Address2>>  
<<City>>, <<State>> <<PostalCode>>  
Phone <<WorkPhone>>

DATE: 12/2/03

**Client:**  
<<CustCompany>>  
<<CustCity>>, <<CustState>>  
<<CustPostalCode>>  
Phone <<CustWorkPhone>>

**For:** <<General Description of Project>>

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Initial & Date	Description of Problem
_____	<p><b>Problem Reported:</b> &lt;&lt;Insert description of problem, component affected, error messages, how to reproduce the problem, etc.&gt;&gt;</p> <p>Contact e-mail/phone for reporter of problem: &lt;&lt;Insert contact information here&gt;&gt;</p>
_____	<b>Verified by Developer</b>
_____	<b>Problem Fixed</b>
_____	<b>Fix Tested</b>
_____	<b>Fix Accepted by Client</b>

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# S A M P L E

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