

# Product Recall Action Response Form Sample

## 1. Company Information

Company Name

Contact Person

Phone

Email

Address

## 2. Product Identification

Product Name

Product Description

Batch/Lot/Serial Number

Recall Notification Date

## 3. Quantity Information

Total Units Received

Units Located and Isolated

Units Already Used/Distributed

#### **4. Actions Taken**

Describe the actions taken upon receipt of this recall notification:

Are further actions required?

#### **5. Comments / Additional Information**

#### **6. Acknowledgement**

Signature

Date