

# Problem reporting

<p><b>Report number</b></p> <p><i>(assigned by system after submission)</i></p>	
<p><b>Full name</b></p> <p><i>(more than one person can be included)</i></p>	
<p><b>Company name</b></p> <p><i>(if applicable)</i></p>	
<p><b>How to contact you</b></p> <p><i>(please write your email and/or telephone number and any other details to contact you)</i></p>	
<p><b>Date of issue occurrence</b></p> <p><i>(please use the format dd/mm/yy)</i></p>	
<p><b>Location</b></p> <p><i>(please specify where the problem occurred)</i></p>	
<p><b>Identification of ASE equipment or document involved</b></p> <p><i>(e.g. Part Number, Serial Number, equipment name, document number, issue and title)</i></p>	
<p><b>Aircraft identification</b></p> <p><i>(e.g. type, registration code, serial number)</i></p>	
<p><b>Problem description</b></p> <p><i>(please be as much detailed as you can)</i></p>	
<p><b>Attached files</b></p> <p><i>(please, list all the attached files you are sending us)</i></p>	