**Contact Us Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Address:** |  | | |
| **Phone:** |  | **Email:** |  |
| **Website:** |  | | |

**Section 1: Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | John Doe | | |
| **Email Address** | johndoe@email.com | **Phone Number** | +92 300 1234567 |
| **Company / Organization** | ABC Enterprises (optional) | **Country / City** | Karachi, Pakistan |

**Section 2: Inquiry Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject / Topic** | Product Information / Service Request / Feedback | | |
| **Message / Inquiry** | Please describe your question or request in detail: | | |
| **Preferred Contact Method** | ☐ Email  ☐ Phone  ☐ WhatsApp | **Best Time to Contact** | Morning / Afternoon / Evening |

**Section 3: Purpose of Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Product Inquiry | ☐ Technical Support | ☐ Feedback / Suggestion | ☐ Partnership / Collaboration |
| ☐ Other: |  |  |  |

**Section 4: Consent**

☐ I agree to be contacted by [Company Name] regarding my inquiry.  
☐ I consent to the processing of my personal data in accordance with the privacy policy.

**Section 5: Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Received By:** |  | **Date Received:** | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |
| **Response Date:** | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ | **Handled By:** |  |
| **Remarks / Action Taken:** |  | | |
|  | | |