AGENT EVALUATION REPORT FORM

**DEAR MASTER,**

**WE ARE IN PROCESS OF SELF-IMPROVEMENT OF OUR COMPANY, SO NECESSARY IN THESE TIMES OF FAST CHANGES AND TOUGH COMPETITION. IN ORDER TO BE ABLE TO PERFORM IT, THE QUALITY CONTROL IS ABSOLUTELY NECESSARY.**

**VESSEL / VOYAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PORT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARRIVAL / SAILING DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MASTER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### AGENT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE RETURN FULFILLED BY FOLLOWING EVALUATIONS (MARK “X”):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***ITEMS*** | ***VERY GOOD*** | GOOD | ***FAIR*** | ***POOR*** | ***N/A*** |
| *Communications From The Agent Before & During Stay In Port* |  |  |  |  |  |
| *AttendanceOnBoard* |  |  |  |  |  |
| *Cargo And Loading Documents Transaction* |  |  |  |  |  |
| *Agent’s Service For Owner’s Items (Bunkers, Crew Exchange, Doctor, Transportation, Others)* |  |  |  |  |  |
| *Courtesy: Received Reviews On Arrival. Received Any Souvenir From Our Agent. Others* |  |  |  |  |  |
| *Other Aspects (Please Specify, If Any)* |  |  |  |  |  |

|  |
| --- |
| *Considering all items above, how would you evaluate our services?* *Very good ( ) Good ( ) Fair ( ) Poor ( )*  |
| *Remarks or Suggestions about the service:*  |

*Your assistance on this matter will be appreciated, please return this evaluation in a sealed envelope (enclosed) to our boarding agent representative on vessel’s departure.*

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