| DTR                |   |            | Copies Distributed                 |
|--------------------|---|------------|------------------------------------|
| Category Split     | Definition  | Complaints | % of complaints vs deliveries made |
| Delivery timelines | Late Delivery and RD1<br>Changes  | 1          | 0.001%                             |
| Returns management | Non-collection of Returns   | 1          | 0.001%                             |
| Delivery quality   | Shortages, incorrect delivery location, condition of supplies and driver issues | 4          | 0.003%                             |
| Invoicing          | Discrepancies on<br>Credit/Delivery Notes and non-<br>receipt of paperwork      | 4          | 0.003%                             |
| Customer Service   | Communication issues and Complaint Handling                                     | 0          | 0.000%                             |
| Order and Supplies | Supply issues affecting availability of titles or excess supplies               | 1          | 0.001%                             |
| Voucher processing | Voucher scanning discrepancines   | 1          | 0.001%                             |
| Total              |   | 12         | 0.001%                             |