

Complaint Form

A. Customer Information:

Name:	Contact No:
Address:	Email Id:

B. Background Information:

Describe Exact Details of Problem/Defect:

C. Date of Complaint:

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D. Complaint received

by:.....

E. Complaint made via:

- Telephone
- Letter (attached)
- In person

Other.....

F. Type of Actions Requested:

- Notification/No Response Needed
- Investigation
- Credit
- Return
- Other

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G. If outcome unsatisfactory referred on to:

Name:.....

Date:.....

Organization:.....

.....



H. Follow up Required and by

Whom:.....
.....

Signed:.....

Position:..... Date:.....