

COMPLAINT FORM

1. Customer Details

Name / Organisation: _____

Address: _____

City/Town/Post Code: _____

Phone/Mobile/Fax: _____

Email: _____

Name and Contact details of person acting on behalf of the customer (if different from above)

2. Product/Service Description

Reference Number (if known) _____

Description _____

3. Problem Encountered

Date of Occurrence _____

Description _____

4. Remedy Requested

Yes No

5. Date _____

6. Signature _____

7. List of Documents Enclosed

