



CUSTOMER COMPLAINT FORM

1. Customer details

Title (Mr, Mrs, etc)

Surname

First name

Street address

Postal address

Telephone Number

Mobile Number

Email Address (if applicable)

2. Details of other party involved in this complaint

Name

Name of company

Address (if Known)

3. Details of the nature of the customer's complaint

For official use only

Complaint received by:

Date received:

Method of complaint:

Telephone

Action taken or required

Mail

Date action completion:

Signature:

Email

In person