



**CUSTOMER COMPLAINT FORM**

**COMPLAINANT DETAILS**

Name of Person Lodging Complaint:

Address:

Daytime Contact No:

Date:

Email:

**COMPLAINT DETAILS**

Date of Incident (if relevant):

Time:

Location of Incident:

Who/What is the Subject of Your Complaint:

Summary of Complaint/Issue:

As a result of making this complaint, is there any outcome you would like?     Yes     No

If yes, please provide details:

COMPLAINANT SIGNATURE

DATE

NAME OF EMPLOYEE RECEIVING COMPLAINT