



CUSTOMER COMPLAINT FORM

* Required

Customer Information	
*Customer Name:	
*Customer Phone:	
*Customer Email:	

Complaint Information	
*Complaint Date:	Complaint Taken By:
*Complaint Details:	
First Response Corrective Action:	
Suspected Cause:	
Corrective Action Person(s):	
Corrective Action Follow-up:	
What steps should be considered to avoid a repeat of the issue:	
*Date:	

*Name of person completing this form:

*Signature:
