



CUSTOMER COMPLAINT FORM

Customer Information

Name:.....
Membership No.....
Email Address.....
Phone Number:.....
Address:.....

Complaint Details

Date:.....
Description of the Complaint:.....
.....
.....
.....

Supporting documents

Attachments: (Please attach any relevant documents, receipts, or photographs that support your complaint.)

Consent

Customer Signature: _____

Date: _____

(For official use only)

Received by:.....

Date :.....

Root course :.....

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.....

Corrective action

.....

.....

.....

Date of action:.....

Follow up where applicable

.....

.....

.....

Sign..... Date:.....

Approved by:.....Date :.....

VERSION:1

REVISION:00