

## Customer Complaint / Incident Form

Name of person making the complaint.....

Position ..... Telephone number.....

Address.....

.....

### Details of complaint / incident

Who / What was involved?

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Where / When did this occur?

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What action was taken and by whom?

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Any other relevant information

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Person completing this form: .....

Date now: .....

Name of Line Manager: ..... Date reviewed: .....

