

## Customer Complaint Form

### 1. Customer details

Title (Mr, Mrs, etc)

Family name (surname)

Given names

Street address

Suburb

Postcode

Home telephone

Business telephone

Mobile telephone

Email address (if applicable)

### 2. Details of other person or supplier involved in this complaint

Name

Street address

Suburb

Postcode

Home telephone

Business telephone

Mobile telephone

Email address (if applicable)

### 3. Details of goods or services supplied to the customer

Date of subscription

 /  / 

Description of the goods or service including type of service, purchase method, etc.


### 4. Details of what the customer complaint is


Office use only

Complaint received by

☐ Email☐ Post

Date received

/ /

Action taken or required

Date of action

/ /

Signature