



# CUSTOMER COMPLAINT FORM

Client Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_ Date Installed: \_\_\_\_\_ Contract #: \_\_\_\_\_

**Nature of Complaint (Be Specific):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complaint Received by: \_\_\_\_\_

**Corrective Action Taken:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Action Taken by: \_\_\_\_\_ Date: \_\_\_\_\_

Complaint Corrected: \_\_\_\_\_ Date: \_\_\_\_\_

Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed Noted by: \_\_\_\_\_ Date: \_\_\_\_\_

Verified with Customer by: \_\_\_\_\_ Date: \_\_\_\_\_

**Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_