# Customer details

**Customer Complaint Form**

Title (Mr, Mrs, etc) Family name (surname) Given names

##

Street address Suburb

Postcode

##

Home telephone number Business telephone number Mobile telephone number

##

Email address (if applicable)

# Details of other person or supplier involved in this complaint

Name

Street address Suburb Postcode

##

Home telephone number Business telephone number Mobile telephone number

##

Email address (if applicable)

# Details of goods or services supplied to the customer

Date of purchase or service

/ /

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

# Details of what the customer complaint is

**Office use only**

Complaint received by Action taken or required

Date received In person In writing

/ /

Signature

Date action completed

/ /