



Customer Complaint Registration Form

Complainant Section (please complete in full)			
Person Dealing with Complaint (Complainant):		Tel No: Fax No:	
Person to be Contacted, if different from above:		Tel No: Fax No:	
Customer Address:			
Service Description:			
Contract Ref (if applicable):			
Date Problem Encountered:			
Description of Complaint:			
Remedy Requested:	*YES / *NO *Delete where applicable		
Enclosure(s): List Documents attached			
Signed:	Dated:		
For Internal Use Only			
Complaint Reference Number:		Date:	
Recorded By:		Date:	
Investigation By:		Date:	
Description of Investigation:			



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Status:	*Not Proven/*Justified	*Delete where applicable	
Action to be taken with Customer/Complainant:			
Authorised By:		Date:	
Final Disposition:			