

CUSTOMER COMPLAINTS FORM

DATE OF COMPLAINT
NAME OF CUSTOMER
ACCOUNT NUMBER OF CUSTOMER
PORTFOLIO ID
NAME AND POSITION OF PERSON LODGING COMPLAINT
ADDRESS OF CUSTOMER
TELEPHONE NUMBER
E-MAIL ADDRESS OF CUSTOMER
BRIEF DESCRIPTION AND NATURE OF COMPLAINT
NAME OF EMPLOYEE / CONCERNED DEPARTMENT TO WHICH COMPLAINT PERTAINS
ANY OTHER INFORMATION / FACTS RELEVANT TO INVESTIGATION

