**Customer Complaint Form**

1. Customer Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title (Mr., Mrs., etc.) | |  | | Family Name: |  | |
| Given Name: |  | | | Suburb: |  | |
| Post code: |  | | Home Telephone No. | |  |  |
| Email: |  | | Business Telephone No. | |  |  |

1. Detail of the other person or supplier involved in this complaint.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title (Mr., Mrs., etc.) | |  | | Family Name: |  | |
| Given Name: |  | | | Suburb: |  | |
| Post code: |  | | Home Telephone No. | |  |  |
| Email: |  | | Business Telephone No. | |  |  |

1. Detail of goods or service supplied to the customer.

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

1. Complaint in detail.

|  |
| --- |
|  |
|  |
|  |