

COMPLAINT & COMPLAINT RECEIPT FORM

1. Name of complainant:.....
 - Address:
 - Phone:
 - Email:
2. Name of Customer:
- Address:
- Phone:
- Customer code (if any):.....
- Registration code (if any):
3. Complaint content:
.....
.....
.....
4. Time of complaint receipt:, date..... month.....year.....
5. Explanation of Employee receiving complaint (if any)
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.....
.....

Note: This document is made into 2 copies, the complainant shall keep one copy and the complaint handler shall keep one copy.

Employee receiving complaint

(Sign and write full name)

Complainant

(Sign and write full name)