

Customer Complaint Record

Complaint details				Nature of complaint (reason for dissatisfaction)	Product details (packaging, date codes, manufacturer etc.)	Action taken
Date		Time				
Complainants name						
Complainants address						
Received by						
Date		Time				
Complainants name						
Complainants address						
Received by						
Date		Time				
Complainants name						
Complainants address						
Received by						