

# CUSTOMER COMPLAINT/CALL

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Complaint concerns: Mayor \_\_\_\_\_; Shelby \_\_\_\_\_; Police \_\_\_\_\_

Department: W/S \_\_\_\_\_; Garbage \_\_\_\_\_; Ticket/Police \_\_\_\_\_; Office \_\_\_\_\_; Other \_\_\_\_\_

Description of complaint/call: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Steps taken to resolve issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date issue resolved: \_\_\_\_\_

Person taking message/complaint: \_\_\_\_\_