**1. Customer detailsCatchy Covers Customer Complaint Form**

A close up of text on a white background

Description automatically generated

Title (Mr, Mrs, etc) Family name (surname) Given names

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|  |

Street address Suburb

Postcode

Home telephone number Business telephone number Mobile telephone number

Email address (if applicable)

**2. Details of other person or supplier involved in this complaint**

Name

|  |
| --- |
|  |

Street address Suburb Postcode

Home telephone number Business telephone number Mobile telephone number

Email address (if applicable)

**3. Details of goods or services supplied to the customer**

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|  |

Date of purchase or service

/ /

**Description of the goods or service including make, model, type of service, purchase method, etc.**

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|  |

4. **Details of customer complaint**

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**Office use only**

Complaint received by

Action taken or required

Date received In person

/ / In writing

Date action Completed

|  |
| --- |
|  |

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| --- |
|  |

Signature

|  |
| --- |
|  |

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