

Customer Complaint Record Form Sample

The **customer complaint record form sample** is designed to efficiently document and track customer grievances. It ensures accurate information collection, facilitating prompt resolution and improving customer satisfaction. Using a standardized form helps organizations maintain clear communication and enhance service quality.

Customer Details

Customer Name:

Contact Information:

Date of Complaint:

Complaint Details

Product/Service Involved:

Description of Complaint:

Priority Level:

 Select ▾

Action Taken

Action Taken/Resolution:

Responsible Staff:

Status:

 Select ▾

Additional Comments