

Customer Complaint Incident Report Record Form

This **customer complaint incident report record form sample** is designed to efficiently document and track client grievances. It helps organizations systematically capture complaint details, facilitating timely resolution and improved customer satisfaction. Using this form ensures clear communication and accountability throughout the complaint handling process.

Date of Complaint:

Customer Name:

Contact Information:

Type of Complaint:

Select

Details of Incident / Complaint:

Reported By (if other than customer):

Action Taken:

Staff Responsible for Resolution:

Resolution Date:

Status:

Select

Additional Comments:

Submit Report