

# Customer Complaint Log Form Sample

The **customer complaint log form sample** is designed to efficiently record and track customer issues for timely resolution. It helps businesses maintain organized records, ensuring accountability and improved customer satisfaction. Using this form, companies can analyze trends and implement corrective actions effectively.

Date:

Customer Name:

Contact Information:

Complaint Details:

Product/Service Involved:

Complaint Received By:

Status:

 Received

Action Taken:

Log Complaint

## Sample Complaint Log Table

Date	Customer Name	Contact Info	Complaint Details	Product/Service	Received By	Status	Action Taken
2024-06-10	Jane Smith	jane.smith@email.com / 555-2345	Received wrong item in order.	Online Order #782	Alex Lee	Resolved	Replaced item, offered discount coupon.
2024-06-11	Mark Johnson	markj@email.com / 555-8765	Delay in service delivery.	Premium Support	Susan Tan	In Progress	Investigation ongoing, update pending.