BIBA ACADEMY

Customer Complaint Form

1. Customer details

Title (Mr, Mrs, etc.)

Family name (surname)

Given names

Street address

Suburb

Postcode

Home telephone number

Business telephone number

Mobile telephone number

Email address

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

Name

Street address

Suburb

Postcode

3. Details of goods or services supplied to the customer

Date of purchase or service

/ /

Description of the goods or service including type of product, type of service, purchase method, etc.

4. Details of what the customer complaint is