

Complaints Form

Eagle Platforms Ltd.
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 Sheffield
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Eagle Platforms Ltd
 The next generation

DATE

Sections **A, C, D, F** to be completed by the Client.
B, E, G & H for Office Use Only.

Section A	Customer Name	Customer Account No.			
Address		City			
County	Postcode	Phone	Fax		
Email					
Section B	Complaint Taken By (<i>The Employee</i>)				
Date Complaint Received		Invoice Number	Product Number		
Hire/Service Description					
Section C	The Complaint				
Section D	Description of effect on your business				
Section E	Corrective Action				
Section F	Complete following investigation. Has the matter been resolved?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
If NO, to whom was the problem transferred?					
Section G	How will the problem be avoided in the future?				
Section H	Date Matter Resolved				
CUSTOMER SIGNED:		EAGLE P LTD SIGNED:			
PRINT NAME:		PRINT NAME:			

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