Client Complaint and Recommendations Template Tamweelcom Logo

Date:

Time of Complaint: Complaint No.:

Client Name: _____ New Renewed Template: Complaint Recommendation
Telephone: _____ Name of the caller and relationship to the client: _____
Area/Branch: _____ Complaint against: _____

Means of submitting complaint/recommendation:
In person Phone Fax Complaint Boxes
Email Mail Media Other

Subject: _____ Time: _____

Description of Complaint/Recommendation:

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Name: _____ Signature:_____

Date	From	To	Response/Notes	Signature

Final procedure: ____

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Time of resolving the complaint/recommendation: ____