



Customer Service 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 (if applicable)		

2. Details of the Dealer or person/s involved in this complaint

Name		
Street address	Suburb	Postcode
Home telephone number	Business telephone number	Mobile telephone number
Email address (if applicable)		

3. Details of goods or services supplied to the customer

Date of purchase or service	Serial Number	Original Receipt
/ /		YES ☐ NO ☐

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

4. Details of what the customer complaint is

Office Only

Complaint received by	Date received	In person ☐
	/ /	In writing ☐
Action taken or required		
Date action completed	Signature	
/ /		