

## **CUSTOMER COMPLAINT FORM (Internal Only)**

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Date of Complaint

Who received the complaint?

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Customer Name

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Customer Reference

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Contact Number

Email

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What is the issue? (Describe the problem)

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What does the Customer want?

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If issue resolved, how was it resolved?

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**Please attach any supporting documentation with this form and email it to [complaints@penberthy.co.nz](mailto:complaints@penberthy.co.nz)**