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| Customer Complaint Record |
| COMPLAINT NUMBER: | DATE OF COMPLAINT: |
| CUSTOMER: |
| DESCRIPTION OF COMPLAINT: |
| COMPLAINT INVESTIGATED BY (NAME): |
| CAUSES OF COMPLAINT: |
| CORRECTIVE ACTIONS REQUIRED: |
| CUSTOMER NOTIFIED (DATE): |
| CORRECTIVE ACTIONS: |
| Date Implemented: | Implemented By: | Confirmed Effective (Date): |
| PROCEDURE MANUAL AMENDED (DATE): |
| NAME: | POSITION: | DATE: |