

# Customer Complaint Log

Quality Control

BUSINESS / LOCATION	PERIOD
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## DETAILS

<b>Date received</b>	
<b>Complaint no.</b>	
<b>Customer name / contact</b>	
<b>Method received</b>	
<b>Product / service involved</b>	
<b>Nature of complaint</b>	
<b>Severity</b>	
<b>Investigated by</b>	
<b>Investigation findings</b>	
<b>Resolution provided</b>	
<b>Customer satisfied?</b>	
<b>Root cause</b>	
<b>Corrective / preventive action</b>	
<b>Date closed</b>	
<b>Closed by</b>	

**Notes**

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