My Department Stores

Complaint Register template

Complaint Details					Investigation Details			Outcome Details				
Complaint Number	Complainant Name	Date Received	Actions	Acknowledg-ement Date	Investigation Date	Investigated by	Documentation Reviewed	Resolutions Offered to Customer	Response Letter sent	Business Improvement/ Other Resolutions	Referred to	Referral sent
			☐ Acknowledgement Letter Sent ☐ Investigation Conducted ☐ Referral Made									
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			☐ Investigation Conducted ☐ Referral Made									