

# VERBAL COMPLAINT REPORT

**Complaint #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Name of Caller:** \_\_\_\_\_

**Representing:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description of Complaint:** \_\_\_\_\_

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**Referred to:** \_\_\_\_\_ **Date Referred to:** \_\_\_\_\_

**Follow-up actions:** \_\_\_\_\_

**Non-Compliance Issued:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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