

## Customer Complaint Information Form

Dear customer,

To ensure that Reliance Precision is able to respond to your concern in a timely manner, please complete the form below with as much detail as possible. Please note that a failure to provide necessary detail may delay our investigation or lead to a rejection of the concern/complaint.

Best regards,  
Reliance Precision

Complaint Reference:		Date:	
PO Number:		Invoice Number:	

Date issue was detected?	DD/MM/YYYY
Where was it detected? <i>(On Reliance site, Off reliance site, In training area, workshop et.)</i>	

What was wrong? <i>(Poor service, incorrect training, etc.)</i>	
Detail of issue <i>(For example: GDPR? Compliance problem? Quality of teaching?)</i>	

Photo(s) <i>Insert photo here</i>
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Comments
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Name:	
Signature:	
Date:	