

# Water Complaint Information

Complaint Received by: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Customer Filing Complaint \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Nature of complaint  Order  Taste  Color  Pressure  Other

Please provide specific details about your complaint, (i.e. what, where, when, how long?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Investigation Information

Investigated by \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Findings \_\_\_\_\_

\_\_\_\_\_

Corrective actions taken \_\_\_\_\_

\_\_\_\_\_

Follow-up with customer

By: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_