

**Complaints Monitoring Form**

**To be completed for all complaints received by Freedomlink.**

Please email (freedomlink01@hotmail.com) marking your complaint as urgent, requiring immediate attention.

Name of complainant:

Date and time:

Complaint rec’d by: Reference:

Contact name and organisation:

Address of organisation:

Contact details:

* Telephone
* Mobile
* Email

Details of complaint: (attach additional sheets if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Action | Completion due date | Person responsible | Completed | Comment |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

Any additional comments or follow up:

Issue resolved?

Name:

Signed:

Date: