

**FORMAL CUSTOMER GRIEVANCE**

Buuxi macluumaadka soo socdo una dir agaasimaha barnaamijka

**Magaca:** \_\_\_\_\_ **iyo tariiqda:** \_\_\_\_\_

**Fadlan qeex/ama sharaxaad ka bixi nooca cabashadaada (persons involved, date, and times):**

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**Sidee baad jeceshahay ama aad u aragtaa cabashadaada in loo xaliyo:**

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Saxiixa macaamilka: \_\_\_\_\_

Saxiixa qofka kaa cawiyay buuxinta form  
kan: \_\_\_\_\_

***Community Options, Inc. Staff to Complete:***

Tariiqda ay timid cabashada: \_\_\_\_\_

Qofka aad la kulmeesid : \_\_\_\_\_ Tariiqd: \_\_\_\_\_  
*(magaca macaamilka iyo qofka kale)*

Waxaa dib u eegay: \_\_\_\_\_

Shaqadiisa/Title: \_\_\_\_\_



Reviewer Comments:

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Further Actions/Recommendations:

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**Follow Up with Customer:**

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

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

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

**CEO/OO REVIEW:** \_\_\_\_\_ **DATE:** \_\_\_\_\_