

31 Pleasant St., Berlin NH 03570

Customer Complaint/Grievance Form

Name of person lodging complaint:			
Address:			
Phone:	Email:		
Date:			
Complaint Details			
Date of Incident:		Time:	
Location of Incident:			
Who/What is the Subject of your Compla			
Summary of Complaint/Issue:			
			_
Signature:		Date:	

Complaint Processing

- Tri County CAP Inc. will acknowledge all complaints within 5 working days and try to resolve all complaints within 15 days.
- We will have due regard to your privacy, and complaints will be handled with strict confidentiality.
- Customers will be notified in writing the results of complaint and what if any actions will be taken to resolve those complaints or problems.