

# COMPLAINTS RECORD SHEET

DATE OF COMPLAINT	JOB NO.	DATE OF JOB	NAME OF VOLUNTEER/CLIENT (complaint is about)	CLIENT NAME/ VOLUNTEER NAME	COMPLAINT RECEIVED BY (volunteer name)
<b>DETAILS OF COMPLAINT</b> (please include as much information as possible)					
<b>DRIVER COORDINATOR NOTIFIED</b> Y/N Date:			<b>DUTY OFFICER COORDINATOR NOTIFIED</b> Y/N Date:		
<b>DRIVER AND/OR DUTY OFFICER COORDINATOR COMMENTS</b>					

Please complete & place in envelope marked Private & Confidential for Tom or Julie & advise that form is in the office.

If completing Word version, please email to Tom or Julie.