**Attention:** As a customer service representative, when a customer calls to complain, remember to be polite. Complete the form below, and then forward it to Maria Gonzalez, Customer Service Manager, at m.gonzalez@laurales.com.

**Customer Complaint Form**

Name:

Address:

Phone Number:

Best Time to Call:

Email Address:

Order Number:

Order Date:

Items Purchased:

Type of Issue:

Comments: