

Complaint Form

1. Your details

Full name(s):	
Address:	
What is the best way to contact you?	Preferred phone number Email Post
Best time(s)?	

2. Your complaint

Who was involved?

When did the event you are complaining about take place?
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Please state what happened? *(Please provide us with any additional information or copies of documents you think are relevant)*

What is your expectation in regard to resolving this complaint?

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Please send this complaint form to our internal complaints manager Paul Michaelson. Paul can be reached via email at paul@hbmi.co.nz or 027 747 2856.