

## 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?

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 Michaelsen. Paul can be reached via email at [paul@hbmi.co.nz](mailto:paul@hbmi.co.nz) or 027 747 2856.