

Customer Complaint Form



Company: _____

Date: _____

Contact: _____

Tel: _____

Fax: _____

Email: _____

MTE's primary interest is customer satisfaction through superior quality products and services. Please share with us what we can do better and what concerns you may have.

1) What are you contacting us about? **Product** **Other**

2) What is the nature of your complaint?

3) How would you like this complaint to be resolved?

4) May we contact you directly about this issue? **Yes** **No**

5) If no, who may we contact?

Thank you for your feedback!

MTE Corporation; an SL Industries Company
N83W13330 Leon Road, Menomonee Falls, WI 53052
Tel: 262.253.8200 Fax: 262.253.8222 www.mtecorp.com

For Office Use Only:

Data Points:	Fill in data here:
Complaint Number:	
Open Date:	
Entry Person:	
Responsible Person:	
Root Cause:	
Actions Taken:	
Action Documents:	
Close Date:	
Respond to customer date:	

Please attach extra documentation as required for data points.