

Complaints and Suggestions Form

Autorization:

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Contact:

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Availability:

Copies of this document in digital and /or physical version, are available through Quality Control of Sustainable Farm Certification

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Complaints and Suggestions Form

IDR (for internal use):

Dear customer:

1. The information provided herein is strictly confidential. Sustainable Farm Certification will coordinate with your representative if revealing this information is required in order to resolve this case.
2. Please fill out this form in block letters, or use the electronic form
3. If you have any doubts, please contact our office
4. Please send this form to the e-mail address: cert@sustainablefarmcert.com or fax (506) 2234-9009 ext. 305.

1. General Information			
Name:			
Organization			
Title:			
Telephone:		Fax:	
E-mail:		Mailing address:	
2. Action			
<input type="checkbox"/> Complaint		<input type="checkbox"/> Suggestion	
<input type="checkbox"/> Demand		<input type="checkbox"/> Other. Specify:	
3. Description			
Situation found:			
Indicate which service was involved in the situation:			
Name of person responsible for the service:			
Date of occurrence:			

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Do you wish Sustainable Farm Certification to resolve this situation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explain:		
Recommended solution:		
List of documents attached as evidence:		
Signature:		
Date:		