

# TOWN OF HARTFORD COMPLIMENT/COMPLAINT/SUGGESTION FORM

Check one: COMPLIMENT \_\_\_\_\_ COMPLAINT \_\_\_\_\_ SUGGESTION \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Compliment/Complaint/Suggestions (Include nature and location): continue on back if needed.

Signature of Complainant: \_\_\_\_\_

Do you request a response? Yes \_\_\_\_\_ No \_\_\_\_\_

How would like to receive your response? Phone \_\_\_\_\_ Email \_\_\_\_\_ Mail \_\_\_\_\_

Please be sure to include your contact information.

### Below for Office Use Only

Date received \_\_\_\_\_ Time \_\_\_\_\_ Received by: \_\_\_\_\_

How reported: Phone: \_\_\_\_\_ In writing \_\_\_\_\_ In person \_\_\_\_\_ By Fax \_\_\_\_\_ Email \_\_\_\_\_

The original will be filed at the town office. Copies to be shared with Board of Selectmen

Complaint or Concern forwarded to: \_\_\_\_\_

Forwarded by: Mail \_\_\_\_\_ email \_\_\_\_\_ faxed \_\_\_\_\_ in person \_\_\_\_\_

Date Forwarded: \_\_\_\_\_ Time \_\_\_\_\_ Initials \_\_\_\_\_

**Action taken by Official** \_\_\_\_\_