
Customer Request Form

1. Request Number:

[Auto-generated or Assigned]

2. Date of Request:

[MM/DD/YYYY]

3. Customer Details:

- **Full Name:** [Enter full name]
- **Contact Information:** [Enter phone number, email, or both]
- **Address:** [Enter full address]

4. Type of Request:

- Product Inquiry
- Service Inquiry
- Complaint/Feedback
- Other: [Specify]

5. Description of Request:

[Provide a clear and detailed description of the request. Attach supporting documents if needed.]

6. Expected Resolution Date:

[MM/DD/YYYY]

7. Additional Comments or Special Instructions:

[Provide any additional information or instructions related to the request.]

8. Attachments:

- Supporting Documents
- Other: [Specify]

9. Status (For Office Use Only):

- Resolved
- Pending
- Escalated
- **Remarks:** [Provide remarks if applicable]