

International Compliance 101, 2nd Edition Appendix A.7: Sample Complaint Information Sheet

| Name: | | |
|----------------------|--|--|
| Person/Dept Calling: | | |
| Date/Time: | | |
| *Call #: | | |
| Question or Concern: | | |
| | | |
| | | |
| Action Taken: | | |
| | | |
| | | |
| Follow-Up Date: | | |
| | | |
| | | |
| Follow-Up Action: | | |
| | | |
| | | |

Questions and Concerns Call Log Sheet

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