

Subject: Complaint Form



Document No: **DBIA-FORM-005**

Book: **FORMS MANUAL**

If you have a complaint or issue that does not require attending the DBIA Board Meeting, you can complete a Trenton DBIA Complaint Form, and the Executive Director and/or Board Members will address the complaint. Please submit this form to the DBIA office in person or via email to dbia@downtowntrenton.ca with the Subject Line: 'Complaint Form.'

Date: (Month/Day/Year) _____

Name: _____

Business Name: _____

Email: _____

Phone Number: _____

Complaint: _____

Follow-up Completed By: _____

The Action Taken: _____

Signature: _____

Date Completed (Month/Day/Year): _____