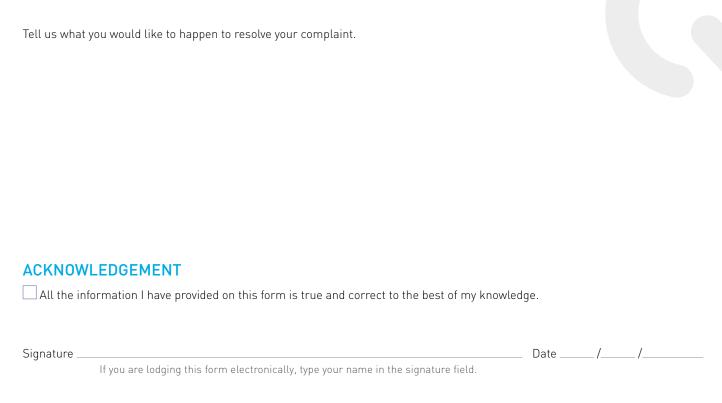


# complaintform CONTRACT CLEANING INDUSTRY

CUSTOMER DETAILS				
Title	Mr	Mrs	Ms	Miss
First name Last name				
Are you a	Worker	Employer	Other	
Business name (if applicable)				
Postal address				
Phone number				Email
Preferred me	ethod of contact	Phone	Email	Post
COMPLAINT DETAILS				
Have you raised this issue with QLeave before?				
No Yes - If yes, please provide details of why you were dissatisfied with QLeave's earlier response.				

Please provide details of your complaint outlining what happened, when it happened, who was involved and how it has affected you. Any documentation that supports your complaint should also be provided *(copies only)*.



## WHAT TO EXPECT

QLeave will try to resolve your complaint as quickly as possible. You can assist us by providing as much detail as possible on this form. We will acknowledge receipt of your complaint within two working days and aim to respond to your complaint within 15 working days. For more complex complaints requiring further investigation it may take longer to process your request and QLeave will keep you informed of progress.

## LODGEMENT

# APPLICATION WITH NO SUPPORTING DOCUMENTATION

If you have completed this form electronically and are not supplying any supporting documentation, you can send your complaint form by email to QLeave by clicking the lodgement button below. QLeave recommends that you save a copy of your completed form for your own records before clicking the lodgement button. Alternatively you can send your completed form to QLeave by fax or post, or by sending your own email to yoursay@qleave.qld.gov.au and attaching the completed form.

Click here to LODGE YOUR COMPLAINT with QLeave

# APPLICATION WITH SUPPORTING DOCUMENTATION

If you are providing supporting documentation, send your completed form and paperwork to QLeave by fax, email or post.

**Fax:** 07 3212 6844

**Email**: yoursay@qleave.qld.gov.au **Post**: P0 Box 315 Virginia BC Qld 4014



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