



(Continued)

**WHAT ACTION WOULD YOU LIKE THE VENDOR/COMPANY TO TAKE TO RESOLVE YOUR COMPLAINT? Explain:**

*Use Additional Sheets if Necessary*

**Would you be available to appear and testify at a hearing if one were held to investigate this complaint?  YES  NO**

**Please enclose a COPY of any supporting documents such as:**

1. **Proof of payment, i.e. cancelled checks, paid receipts**
2. **Contract, estimate or invoice**
3. **Authorization to perform work**
4. **Advertisement / Circular**
5. **Any correspondence relative to this complaint**
6. **Warranty / Guarantee**

Check if additional sheets have been attached

**I understand that a copy of this form and any or all enclosed information may be sent to the facility(vendor) shown on the front of this form.**

**False statements made herein are punishable as a Class "A" Misdemeanor pursuant to section 210.45 of the penal law.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date