



Email your completed form to [office@exerciseresearch.com.au](mailto:office@exerciseresearch.com.au) or post to PO Box 212, Fairfield, VIC, 3078

|                       |                  |                                       |  |
|-----------------------|------------------|---------------------------------------|--|
| <b>Full name</b>      |                  |                                       |  |
| <b>Email Address</b>  |                  |                                       |  |
| <b>Contact Number</b> |                  | <b>Is this a complaint or appeal?</b> | <input type="checkbox"/> Complaint <input type="checkbox"/> Appeal |
| <b>Date</b>           | <b>Signature</b> |                                       |  |

*Describe your issue in full detail, supply names/dates/events etc.*

*Have you attempted to resolve the matter? Provide full details if so.*

*What would be your desired outcome?*



**OFFICE USE ONLY**

**Escalation Required:**  YES  NO

**If yes, to whom?**  Training Manager  Managing Director  External Appeal

**Detail the steps/actions taken to resolve the matter:**

**Is the matter resolved?**  YES  NO

**Resolution:**

**Complainant/Appellant advised of the outcome:**  Yes  No

**Date advised:** \_\_\_\_\_

Email  Letter  Phone call