

To: **The City of Bloomfield**

Date: _____

COMPLAINT

In order to efficiently respond to problems that may occur, the customer or citizen should put any complaint in writing and return to City Hall at 141 Depot Street, P. O. Box 206, Bloomfield, Ky. Upon the evaluation of the complaint the Mayor or Public Works Superintendent may recommend a work order be written and prioritized with the day-to-day operations of the city or water company.

Complaints regarding water service should be addressed to the Bloomfield Public Works Superintendent.

Complaints regarding other city issues should be addressed to the Mayor.

____ Public Works Superintendent

____ Mayor

Printed Name: _____

Address: _____

Mailing Address: _____

Phone #: Day _____ Night _____ Cell _____

Date Problem Occurred: _____ Time: _____ Where: _____

Detail information regarding the problem:

Signature: _____

Official Use Only

Date received: _____ How received: _____ By whom: _____

Action response: _____ Initial: _____

Date resolved: _____